

# Visiting Speakers application form:

*Please complete this form to the best of your ability and email to [SoAVisitingArtistCommittee@umanitoba.ca](mailto:SoAVisitingArtistCommittee@umanitoba.ca)*

## Applicant Information:

Your name:	Your UM email:	
BFA Student (Year 1 – 3)	Honours Student	MFA Candidate
Sessional Instructor	Faculty with rank	Support Staff

## Visiting Speaker Information:

Name(s):	Email/Contact Info:
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Artist bio (Maximum 150 words):
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Web links (artist websites, press or video links):
1.
2.
3.

## Event Information:

Academic term:	Fall	Winter	Year:
Proposed date(s) or date range:			

<b>Event type (check all that apply):</b>	Artist talk/lecture  Studio visits  Workshop	<b>Other:</b>  <b>Would the guest consider doing studio visits?</b> Yes No
<b>Is this visit in support of a class?</b>  YES      NO	<b>Course name &amp; number:</b>	

### Budget Information:

<b>Funds requested (check all that apply):</b>	<b>Amount requested, if known:</b>
Artist/speaker fee	<b>CARFAC speaker fee (half day \$541)</b>  <b>CARFAC speaker fee (full day \$757)</b>  <b>Other speaking fee (please detail)</b>  \$
Travel expenses	<b>Within Manitoba</b>  <b>Within Canada</b>  <b>International</b>
	<b>Method of transportation (air, rail, car, etc).</b>  \$
Per diem for meals	\$ (____ days x \$60)
Accommodations/hotel (one day talk = 2 nights & two-day visit = 3 nights)	\$ (____ nights x \$____)
Workshop materials	\$
Promotion and documentation	\$
<b>Total funds requested:</b>	\$

### Additional information:

<b>Are you already in contact with the proposed visitor?</b>	Yes      No
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**If yes, please describe your communications to date, including expressions of interest or availability.**  
*Proposals are subject to approval by the Visiting Speakers Committee. If you do contact the proposed speaker, DO NOT promise times or funding until approval has been received. Upon approval, the School of Art office will issue a formal contract/letter of invitation.*

## **Details event description:**

*Please use this space to describe the proposed event in greater detail:*

- *List planned activities, and mention specific facilities, equipment or services that will be required.*
- *For workshops and studio visits, indicate the maximum number of participants and who will be invited to participate (e.g. "Design Honours Students" or "students working in ceramics").*
- *Review the FAQ document and do your best to describe the anticipated reach and impact of the proposed event.*