

## **Call for TRSM Seminar Speakers**

Faculty wishing to receive financial support from the department to support a speaker for the 2009-10 TRSM Seminar Series must submit a *Seminar Speaker Request* to the TRSM Seminar Series Committee.

The *Seminar Speaker Request* should be sent by email to [msagas@ufl.edu](mailto:msagas@ufl.edu). For the 2009-10 series, the committee will meet for the first time the week of October 12<sup>th</sup> to make decisions for the 2009-10 academic year (deadline is Oct. 9 to receive consideration at the initial meeting). The committee will meet biweekly after this initial meeting to consider additional submissions until all funds are exhausted.

### **Please provide the following information in your request:**

- a. Name, title and institution of speaker
- b. Programmatic expertise of the speaker (e.g., commercial recreation, diversity in sport, ecotourism)
- c. TRSM Program Area of Speaker (Tourism, Recreation, Sport Management)
- d. Tentative title for seminar presentation (if known)
- e. Short bio and/or a CV of the proposed speaker
- f. Indication of a willingness or commitment to serve as host for the speaker.  
\*(See note below regarding the hosting of speakers)
- g. Proposed budget for speaker to include flight, hotel, honorarium (if any), meals. The maximum honorarium will be \$300 per speaker.
- h. Assertion of interest and availability of the speaker (e.g., have you consulted with the speaker to gauge his/her interest, are they available to visit on the proposed dates, etc.)

*\*Hosting the speaker will involve working with TRSM staff and faculty to plan and organize the logistical aspects of a speaker's visit. E.g., the host will work with Julie to get an acceptable flight booked through TRSM for the speaker, the host will arrange for transportation from the airport, the host will create and manage the trip itinerary, etc.*