

UNIVERSITY OF ALBERTA APPLICANT INFORMATION

Applicant's Name: _____

Applicant's Address (incl. email and phone number): _____

Faculty: _____

Department: _____

Position Held at the University of Alberta: _____

DISTINGUISHED VISITOR INFORMATION

Visitor's Name: _____

Visitor's Address: _____

Faculty: _____

Department: _____

Name of Departmental Host (if different from UofA Applicant): _____

Visitor's first visit to University of Alberta (yes or no)? _____

Proposed Dates of Visit: _____

Visit Duration (in days): _____

If no, give details of previous visits: _____

BUDGET
Estimated Costs:

Travel: \$ _____

Per Diem (Meals): \$ _____ (_____ Days @ \$ _____) [Maximum \$70.00/day]

Accommodation: \$ _____ (_____ Days @ \$ _____)

Honourarium: \$ _____ (_____ Working days @ \$ _____) [Maximum \$500/day up to 2 weeks]

Town and Gown: \$ _____

Other Costs: \$ _____ Specify Costs: _____

TOTAL COST FOR VISIT: \$ _____
Proposed Source(s) of Funds:

Distinguished Visitors Fund: \$ _____

Other Source(s): \$ _____ Specify Source(s): _____

TOTAL SOURCES: \$ _____
Note: Please ensure that the Total Sources match the Total Cost for Visit
TOWN & GOWN COMPONENT ESTIMATED COSTS (optional)

The Town and Gown program was set up to offer public lectures to a wider, more general audience. These lectures may be held on campus, and additional costs (up to \$1,000) may be included as part of the total budget. The costs may include items such as additional advertising, venue rental, and light refreshments.

Planned Activity

Benefit to the University and Community

Advertising: \$ _____

Other (please itemize costs): _____

Venue Rental: \$ _____

Refreshments: \$ _____

TOTAL TOWN & GOWN: \$ _____

ON CAMPUS LECTURES/SEMINARS

Normally, distinguished visitors staying two weeks or less give two to five lectures/seminars for the campus community. Please provide the details for each lecture below.

LECTURE/SEMINAR #1

Title				
Date	Time	Location		
Undergraduate Students	Graduate Students	University Staff	Others	Total Numbers Expected
Additional Notes				

LECTURE/SEMINAR #2

Title				
Date	Time	Location		
Undergraduate Students	Graduate Students	University Staff	Others	Total Numbers Expected
Additional Notes				

LECTURE/SEMINAR #3

Title				
Date	Time	Location		
Undergraduate Students	Graduate Students	University Staff	Others	Total Numbers Expected
Additional Notes				

LECTURE/SEMINAR #4

Title				
Date	Time	Location		
Undergraduate Students	Graduate Students	University Staff	Others	Total Numbers Expected
Additional Notes				

LECTURE/SEMINAR #5

Title				
Date	Time	Location		
Undergraduate Students	Graduate Students	University Staff	Others	Total Numbers Expected
Additional Notes				

ON CAMPUS INTERACTIONS

Visitors are expected to interact with university staff and graduate students. Interactions can take the form of tutorials, informal work time, presentations, laboratory exercises, demonstrations, office hours, etc. Please provide the following specifics of these interactions.

INTERACTION #1

Title				
Date	Time	Location		
Undergraduate Students	Graduate Students	University Staff	Others	Total Numbers Expected
Additional Notes				

INTERACTION #2

Title				
Date	Time	Location		
Undergraduate Students	Graduate Students	University Staff	Others	Total Numbers Expected
Additional Notes				

INTERACTION #3

Title				
Date	Time	Location		
Undergraduate Students	Graduate Students	University Staff	Others	Total Numbers Expected
Additional Notes				

INTERACTION #4

Title				
Date	Time	Location		
Undergraduate Students	Graduate Students	University Staff	Others	Total Numbers Expected
Additional Notes				

INTERACTION #5

Title				
Date	Time	Location		
Undergraduate Students	Graduate Students	University Staff	Others	Total Numbers Expected
Additional Notes				