

DBMS Local Seminar Speaker Request Form

1) Host (i.e. name of requestor):

2) Proposed Speaker, Institution, General topic of research:

3) Sponsors/Co-sponsors (e.g. Graduate Programs/ Research Groups benefitted):

4) Budget and Justification:

Notes:

- All receipts associated with travel and meals are to be submitted to the DBMS Departmental Secretary as soon as possible. Lodging and student lunch to be arranged through the DBMS Departmental Secretary.
- Submit requests to the DBMS Departmental Secretary in person, or by email at DBMS@queensu.ca. Approval will depend on the availability of funds and with the goal of providing an equitable distribution of these opportunities between Graduate Programs and Research Groups. Decision notifications will be provided as soon as possible.

For Administrative Use Only

Approved by: _____

Date Approved: _____

Date of Visit: _____

Funds Used: _____

Date Closed: _____