



DISTINGUISHED VISITOR INFORMATION			
Visitor's Name		Faculty Ranking	
Visitor's Address	Faculty		
	Department		
	Name of Departmental Host		
Visitor's first visit to University of Alberta? Yes      No		Proposed Dates of Visit	Visit Duration (in days)
If no, give details of previous visits			

SIGNATURES	
Department Chair	Dean
<b>X</b>	<b>X</b>
Name	Name
Date	Date

BUDGET	
<b>Estimated Costs:</b>	
Travel: \$ _____	
Per Diem (Meals): \$ _____ ( _____ Days @ \$ _____ ) [Maximum \$60.00/day]	
Accommodation: \$ _____ ( _____ Days @ \$ _____ )	
Honourarium: \$ _____ ( _____ Working days @ \$ _____ ) [Maximum \$500/day up to 2 weeks]	
<b>Proposed Source(s) of Funds:</b>	
Distinguished Visitors Fund: \$ _____	
Other Source(s): \$ _____ Specify Source(s): _____	
<b>TOTAL BUDGET: \$ _____</b>	
<i>Note: Please ensure that the total budget includes the Town &amp; Gown costs, if applicable</i>	

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								
<table border="0"> <tr> <td>Advertising: \$ _____</td> <td>Other (please itemize costs): _____</td> </tr> <tr> <td>Venue Rental: \$ _____</td> <td>_____</td> </tr> <tr> <td>Refreshments: \$ _____</td> <td>_____</td> </tr> <tr> <td><b>TOTAL TOWN &amp; GOWN: \$ _____</b></td> <td>_____</td> </tr> </table>		Advertising: \$ _____	Other (please itemize costs): _____	Venue Rental: \$ _____	_____	Refreshments: \$ _____	_____	<b>TOTAL TOWN &amp; GOWN: \$ _____</b>	_____
Advertising: \$ _____	Other (please itemize costs): _____								
Venue Rental: \$ _____	_____								
Refreshments: \$ _____	_____								
<b>TOTAL TOWN &amp; GOWN: \$ _____</b>	_____								

## 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				