



IUSB INTERNATIONAL STUDENT SPEAKER'S BUREAU: REQUEST FORM

Please complete this form completely and submit at least one week prior to the proposed event.

INSTRUCTOR LAST NAME		INSTRUCTOR FIRST NAME		TODAY'S DATE
E-MAIL		PHONE NUMBER		
REQUESTED DATE		REQUESTED TIME		
REQUESTED LOCATION		REQUESTED # OF VOLUNTEERS		
DURATION OF EVENT		ESTIMATED NUMBER OF ATTENDEES		
SCHOOL		DEPARTMENT		
COURSE NUMBER		COURSE TITLE		
WHAT IS THE REQUESTED DISCUSSION TOPIC?				
PLEASE CHECK THE REQUESTED FORMAT FOR THE EVENT <input type="checkbox"/> PANEL DISCUSSION (RECOMMENDED) <input type="checkbox"/> FORMAL PRESENTATION BY A SINGLE VOLUNTEER* <input type="checkbox"/> FORMAL PRESENTATION BY A GROUP OF VOLUNTEERS* <input type="checkbox"/> OTHER, PLEASE EXPLAIN:				
*It will be more difficult to find volunteers for formal presentations, and requests are needed at least one month in advance of the event to give volunteers sufficient preparation time.				
IF APPLICABLE, PLEASE LIST ANY SPECIFIC COUNTRIES YOU WOULD LIKE REPRESENTED. YOU MAY ALSO INDICATE BROADER REGIONS OF THE WORLD, SUCH AS "SOUTH AMERICA."				
WHAT LEARNING OUTCOMES DO YOU HAVE FOR THIS EVENT?				
ANY FURTHER COMMENTS OR REQUESTS?				

Please return your form via e-mail to the Office of International Student Services at oiss@iusb.edu.