**Proposal for IAS Sponsorship of Speakers of Distinguished Lectures**

**IAS – Form A**

**Sep 2020**

***Note: 1. Please read the Guidelines on “IAS Sponsorship of Speakers of Distinguished Lectures” before completing this form.***

***2. Please attach a copy of the CV of the proposed guest speaker(s) and, preferably, an abstract of the proposed lecture.***

***3. In the case where the Host Faculty is the Head of Department/Division, Dean’s approval is to be sought.***

**Part A: To be completed and signed by the Host Faculty** (\*Please tick as appropriate.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Host Faculty: *(Name and Department)* | | | Co-Host Faculty(ies): *(Name and Department)* | | | |
|  | | |  | | | |
| Name and home institution of the guest speaker(s) proposed for IAS sponsorship: **(2)** | | | | | | |
|  | | | | | | |
| Title and date of the proposed lecture: | | | | | | |
| Title:**(2)** |  | | | | | |
| Date: |  | | | | Expected no. of participants: |  |
| Significance and expected impact on the IAS, HKUST and Hong Kong: | | | | | | |
|  | | | | | | |
| Have you contacted the proposed guest speaker(s)?\* | | | | □ Yes □ No | | |
| Format of lecture: | | | | □ Face-to-Face □ Online streaming | | |
|  | | | |  | | |
|  | | | |  | | |
| Total budget and itemized breakdown: | | | | | | |
| Airfare: | |  | | | | |
| Lodging: | |  | | | | |
| Honorarium: | |  | | | | |
| Others *(please specify)*: | |  | | | | |
| Total: | |  | | | | |
| Funding contribution from Host Faculty/Department *(please specify the amount/percentage and source(s))*: | | | | | | |
|  | | | | | | |
| Funding requested from the IAS: | | | | | | |
|  | | | | | | |
| Remarks: | | | | | | |
|  | | | | | | |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part B: To be completed and signed by the Head of Department/Division of the Host Faculty (3)**

I have read through the details as set out in Part A above and am supportive of this proposal.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*For internal reference:*

*□ Supported □ Not supported □ Cancelled*