HAA SPEAKERS BUREAU REQUEST FORM 2015–16
Available online at: http://alumni.harvard.edu/haa/clubs-sigs/programs/speakers

Purpose: This request form enables the HAA to recruit a faculty speaker for your Club/SIG program. For a list of speakers, go to: http://alumni.harvard.edu/haa/clubs-sigs/programs/speakers.

Deadlines: Fall 2015 speakers: Form is due by September 21, 2015
Spring 2016 speakers: Form is due by October 19, 2015

HOST CLUB/SIG NAME: ____________________________

EVENT COORDINATOR NAME: ____________________________ Request submission date: __________

Home Phone: ____________________________ Work Phone: ____________________________

Email: ____________________________ Fax: ____________________________

SPEAKER: The Club/SIG has reviewed the HAA Speakers Bureau guidelines. Based on the Speakers Bureau catalogue/website, the Club/SIG requests the following speakers, in order of preference:

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<th>Speaker Name</th>
<th>Preferred Topic/Title</th>
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PREFERRED EVENT DATES:

Fall 2015 Exact date(s): __________________________________________________________
Month(s)/Day(s) of week: _______________________________________________________

Spring 2016 Exact date(s): ______________________________________________________
Month(s)/Day(s) of week: _______________________________________________________

EVENT FORMAT:

Breakfast _____ Luncheon _____ Reception _____ Dinner _____ Annual Dinner
Other _______________________________________________________

EXPECTED ATTENDANCE (a minimum of 40 Harvard alumni and guests is required): ____________

Please return this completed form to the HAA by September 21, 2015, or October 19, 2015, to:
HAA Clubs and Shared Interest Groups, 124 Mount Auburn Street, 6th Floor, Cambridge, MA 02138
tel: 800-654-6494; fax: 617-495-0434; email: ryan_ford@harvard.edu