HAA SPEAKERS BUREAU

Request Form 2019–20

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

**Deadlines**
- **Fall 2019** speakers form is due by **October 11, 2019**
- **Spring 2020** speakers form is due by **December 13, 2019**

**Host Club/SIG Name:**

**Event Coordinator Name:**  
**Request Submission Date:**

**Home Phone:**  
**Work Phone:**  
**Email:**  
**Fax:**

☐ By checking this box, you certify that the Club/SIG has reviewed the HAA Speakers Bureau Guidelines.

Based on the Speakers Bureau Catalog and 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 2019**  
  Exact date(s): ____________________  
  Month(s)/Day(s) of week: ____________________
- **Spring 2020**  
  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 Clubs and SIGs office by email to clubs@harvard.edu or fax to 617-495-0434 by the deadlines above. Please note that no request should be taken as official until confirmed.

HAA Clubs and Shared Interest Groups  
124 Mount Auburn Street, 6th Floor, Cambridge, MA 02138  
800-654-6494