**The Robert Sutherland Visitorship
Speaker Nomination Form**

A completed nomination form is essential for consideration by the Provost’s Advisory Committee for the Promotion of the Arts. You may vary the length of the sections, but the content is limited to **five pages.** You may include up to 10 pages of supporting documentation, such as curriculum vitae, letters of support, abstracts of previous keynote addresses etc.

**Please submit one electronic copy of your nomination to** **pacpa.provost@queensu.ca****.**

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| **Section 1** |
| **Name in full of nominee:** |  |
| **Permanent address:** |  |
| **Education, honours received etc.** *(degree or honour, institution, date)*: |  |
| **Career summary** *(titles, organizations, dates)*: |  |
| **Key publications:**  |  |
| **Previous keynote addresses** *(provide abstract or example if available)*: |  |

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| **Section 2** |
| **Proposed date of visit:** |  |
| **Is the proposed date of visit affiliated with any other special event** *(yes or no)*? |  |
| **If yes, please elaborate:** |  |
| **Topic of public lecture:**  |
| *(Please explain clearly how and why the topic of the public lecture will be broad enough to attract and be of interest to a wide audience from the Queen’s campus and the Kingston community. Note that the purpose of the Robert Sutherland Visitorship is to enable dialogue and inspire action around race-related, equity, and justice issues, in order to shape our citizens of tomorrow.)* |
| **Other activities:** |
| *(Speakers are expected, if possible, to meet with segments of the Queen’s and Kingston communities. Please provide a tentative listing of proposed events.)* Please indicate your efforts to ensure events are accessible to people with disabilities. In considering this, please refer to the Equity Office’s Accessible Event Planning document located at: https://www.queensu.ca/accessibility/how-info/accessible-eventmeeting-planning |

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| **Section 3** *(Please refer to the Guidelines for the Robert Sutherland Visitorship.)*  |
| **Reasons for recommending person:**  |
| *(Please address the impact the speaker will have on enriching the learning environment for students, academic unit(s) and the university and greater Kingston communities.)* |

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| **Section 4** *(Please provide details and/or documentation justifying the budget amounts listed below.)*   |
| **Proposed budget:**  |
| **Speaker fees** *(please state what your nominee’s speaker fees would normally be for participating in a similar event)*: |  |
| **Anticipated travel costs:** |  |
| **Anticipated hotel/ accommodation:**  |  |
| **Anticipated hosting expenses** *(if applicable, please list additional costs associated with hosting a visiting scholar with disabilities)*: |  |
| **Other** *(if applicable, please list additional costs associated with making the event accessible to attendees with disabilities)*: |  |
| **Total anticipated costs:**  |  |
| **Total grant requested:** |  |
| **Department ID and financial contact for your unit/department:** |  |

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| **Section 5**  |
| **Nominator(s)** *(name, address, email, telephone)*: |  |