

## IRG Guest Speaker Proposals

For 2020-21

### **Call for Proposals:**

Please provide basic information on the nominee, including contact information and links to any university or professional website, along with a brief description of the nominee's scholarship, topic (if known), and a short discussion of how the nominee's interests will intersect with those of the members of the IRG. In addition, it would be useful to list any other sources of funding the IRG will seek for the speaker. Nominations for the 2020-2021 academic year, including the proposed month of the visit, are due on **Wednesday, March 18, 2020**. Please send the proposals to [humanities@miami.edu](mailto:humanities@miami.edu).

### **Funding:**

The Center expects to fund up to four speakers for next year, no more than two each semester. Funding will include airfare within North America, two nights' hotel stay, one group meal, speaker's individual meals, and \$500 for each honorarium, with the expectation that funding for a larger honorarium will come from other sources.

\*\*\*\*\*

### **Division of Responsibilities:**

The IRG co-conveners with a successful nomination will submit information concerning the visit (the title and description of the talk, bio and headshot of the speaker) by May 29, 2020, so that a webpage on the Center site can be created and so that the event can be included on the Center's online calendar of events. The co-conveners will be responsible for requesting that the speaker purchase the airline ticket well in advance, noting that qualifying travel expenses will be reimbursed. The IRG is also responsible for creating any flyers or graphics they would like to use in marketing efforts, which should be submitted to the Center at least 2 weeks in advance.

The Center staff will secure a venue for the talk if needed, book the hotel, and produce an email announcement that will be sent out to the Center listserv. The Center staff will process the honorarium (to be divided between the Center and any additional sponsors) and reimbursements after the visit.