

## IRG Guest Speaker Proposals

For 2021-22

### **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 2021-2022 academic year, including the proposed month of the visit, are due on **Friday, April 23, 2021**. 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.

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### **Division of Responsibilities:**

The IRG conveners with a successful nomination will make the offer to the proposed speaker. If accepted, the IRG convener will liaise with the speaker about the visit and will collect the details needed for marketing (the title and description of the talk, bio and headshot of the speaker) by Friday, May 21<sup>st</sup>. The conveners will instruct the speaker to purchase their airline ticket well in advance, noting that qualifying travel expenses will be reimbursed.

Once travel plans are made, the conveners will be in touch with the Center's coordinator, Ony Dunnam, to request the necessary hotel arrangements. Ms. Dunnam is available to assist with securing a venue for the talk if needed. The IRG is 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 prior to the event. The Center will advertise the event on the Center's website and via social media and the IRG may request that the Center send email to faculty and graduate students or that the event be included in the Center's newsletter. The Center staff will process the honorarium (to be divided between the Center and any additional sponsors) and reimbursements after the visit.