

Knowles Center: Inviting a Visiting Speaker

Application Procedure

Fellows should submit a visiting speaker request by e-mail to knowlescenter@northwestern.edu or to Celeste Lee (c-lee6@northwestern.edu, Frances Searle 1-240, Evanston campus, 847-467-1294).

Requests should include as much of the following as possible:

- Speaker name
- Speaker email
- Event Date
- Event Time
- Event Location (i.e. Evanston campus or downtown)
- Title of talk
- Synopsis of talk and bio of speaker

Awards will originate in the Leadership Fund and will cover costs for the following:

- One to two nights at the Hotel Orrington or a downtown hotel.
- Cab fares
- Honorarium
- Dinner out with visitor and faculty for 4 people

Celeste will provide the following support to the sponsoring Fellow and visitor:

- Create a flyer and advertise the event on Planit Purple and email announcements to appropriate audiences
- Make a reservation for a room for the event
- Make the reservations for hotel and dinner
- Process payments for honorariums and reimbursements
- Help out with other items as needed