

Nomination Form: Bonnycastle Lecture Series / Elizabeth Laird Lecture Series

DATE: _____

NOMINATION FOR:

- Bonnycastle Lecture Series
- Elizabeth Laird Lecture Series

NOMINATION BEING MADE BY:

Name: _____
Department: _____
Phone & Email: _____

PERSON BEING NOMINATED:

Name: _____
Position: _____
Affiliation: _____
Lecture Date: _____

Nominations must include this form, a detailed letter, and additional supporting materials, addressing each of the selection criteria:

1. The rationale for the selection of this person as a participant in the lecture series (e.g., stature, accomplishments, recognition, proposed topic);
2. A *curriculum vitae* for the proposed lecturer (maximum 5 pages; alternatively, a summary);
3. An indication of whether the proposed speaker has presented at UWinnipeg before, and when;
4. An indication of whether the lecture would/could be associated with any other event on campus/in the city (e.g., conference, ceremony);
5. A list of other activities/lectures the visitor might provide on campus while here (e.g., student or departmental engagement/class presentations or other) Special consideration will be given to nominations with these added-value opportunities;
6. Provide possible date(s) for the lecture (preferably when fall/winter classes are in session).
7. A proposed budget for the event including travel, meals, and accommodations. Additionally, please indicate possible additional sources of funding to support the event (e.g. departmental/faculty funds, fundraising, donations, partnerships).

***A brief summary of the event (no more than a half page) is to be submitted within two months of it taking place. The brief should include information such as (but not limited to) when, where, attendance, were there any associated activities/meetings/discussions with students or faculty etc.**

Submit this form and supporting documents to:

Lynn Jones

Administrative Officer, Office of the Provost and Vice-President, Academic

Phone: 204-786-9218

Email: ljones@uwinnipeg.ca

For questions please contact either the Associate Dean of Arts or the Associate Dean of Science.