

Inviting Guest Lecturers & Artists to the ISM

Make the Request

A faculty member may present a request to the Program Chair with information regarding:

- Preliminary details of lecture/performance
- Scheduling
- Fees/Honorarium
- Estimated Travel & Lodging costs (if applicable)

Obtain Approval

The Program Chair can either deny the request or forward it to the Director for final approval. If denied by the Chair, the faculty member can still seek approval directly from the Director. Every attempt is made to apportion program money so each faculty member gets an opportunity to plan for events and speakers.

Send a Formal Invitation

Once approved, the Director sends a formal letter of invitation to the guest outlining the agreement. This letter should include:

- Agreed upon dates, fees, nature of lecture/performance
- Guest Lectures & Artists Information for Payment form*
- IIF form (for international guests only)*
- A request to return the form(s) within 10 days to the ISM staff member responsible for support of the event.

Process the Paperwork

ISM staff receives the forms and determines if any other information is needed.

- For *US Citizens*, all the information necessary to set them up as a vendor and complete a check request should be supplied on the forms.
- *Non-US Citizens* will require further paper work as determined by their Immigration/Visa Status. (Usually, a copy of their passport, I-94, and Form 8233, in addition to the IIF form is needed). Refer to the link on the CR to see exactly what is required. Please note that the I-94 can only be copied while the guest is on campus, as it is collected by US Customs when they leave the country, so be sure to get it while they are here.

The staff member should contact the guest to advise him/her of any additional paperwork being forwarded and to assist with travel and lodging arrangements.