UNIVERSITY OF ALBERTA
FACULTY OF MEDICINE & DENTISTRY

Walter Mackenzie **Virtual** Visiting Speaker Fund
Application Form

One typed application must be submitted as a combined PDF emailed to <u>vdradmin@ualberta.ca</u> by the first of each month.

1. Host

Last Name	Given Name(s)	Additional Contact Email

E-mail:

Telephone:

Department:

Faculty:

2. Visiting Speaker

Speakers Name:

Position/Title:

Date(s) of planned virtual visit to the University of Alberta:

Address:

Specialty and Research:

Has this person visited in the past 5 years? (A reason for a repeat visit within one year must be outlined in the host letter)

No ☐   Yes ☐   ▸Dates of previous visit(s) to and name(s) of host(s):

from	to

Host Name(s)

External Examiner?   No ☐   Yes ☐

3. Signatures. I agree to hold this project/grant as described in the terms of reference.

Host:

Date:

Print Name   Signature

4. Budget Requested ($CDN)

Honorarium to a total maximum of $250 CDN	$

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that *Act*. It will be used for the purpose of general administration. Direct any questions about this collection to*: The Office of Research, Faculty of Medicine & Dentistry, telephone (780) 492-9723.

5.   **Description of Seminars/Lectures**
     Please indicate the specific occasion for the virtual visit (Research Day, Retreat, Conference, Endowed or Named Lectureship, etc.)

6.   **Planned virtual activities and meetings with faculty members and trainees.**
     Please include the schedule and a description of all planned virtual activities with faculty members and trainees (which are requirements for support; Refer to Terms of Reference).

.

.

7.   **Caliber of the invited speaker and impact of the virtual visit (min. 100 words, max. 300 words)**
     Please comment on the caliber of the invited speaker and the impact that the virtual visit will have (i.e. who is going to benefit from the visit and why).

8.   Attachments

1.   A draft poster of the seminar announcement that includes the following statement: "This visit has been funded in part by the Walter Mackenzie Visiting Speaker Fund, Faculty of Medicine & Dentistry". **The final seminar announcement must be broadly distributed and sent to the Office of Research (vdradmin@ualberta.ca).**

2.   The Visiting Speaker's curriculum vitae including currently held research grants and a list of publications from the last five years.

3.   Requests for External Examiner Visiting Speaker funding must include a copy of the "Request for Funds for External Examiner Travel" Form that was submitted to FGSR.

9.   Deadlines and Application Instructions:

1.   Applications will be reviewed monthly by the Visiting Speaker Committee. Complete applications, including attachments, must be submitted by the first of each month (or the first business day if the first falls on the weekend or is a formal holiday). The Committee will not consider applications for visits occurring before the application deadline or in the same month as the application.
2.   Applications must be submitted to a funding competition that is at least one month in advance of the scheduled talk for consideration for funding. Applications for talks scheduled to occur in the same month will not be considered.
   - Ex: to apply to support a speaker in July, the application must be received on or prior to the deadline for the June competition (June 1st).