

# APPOINTMENT FORM FOR A LANSDOWNE GUEST SPEAKER

NOTE: SEE INSTRUCTIONS ON PAGE 2.

Academic Unit \_\_\_\_\_

Recommended for Appointment (*Name, Title, Current Position, and Complete Mailing Address*)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start Date \_\_\_\_\_ **Arrival Date:** \_\_\_\_\_

End Date \_\_\_\_\_ **Departure Date:** \_\_\_\_\_

Date of Lansdowne Lecture \_\_\_\_\_

## Financial Commitment

\$ \_\_\_\_\_ Honorarium (\$1,000 max)

\$ \_\_\_\_\_ Travel Expenses

\$ \_\_\_\_\_ Publicity

\$ \_\_\_\_\_ Accommodation & Meal Allowance (up to \$150/day)

\$ \_\_\_\_\_ Hospitality & Other Expenses

\$ \_\_\_\_\_ TOTAL

\$ 3,150.00 Amount covered by Lansdowne Funds from Dean of Science

\$ \_\_\_\_\_ Balance covered by \_\_\_\_\_  
(attach explanatory correspondence)

Chair/Director \_\_\_\_\_ Date \_\_\_\_\_

- Attach to this form:**
1. Program and scheduled activities while on campus
  2. Statement of Visitor's main academic and professional achievements
  3. CV
  4. Copies of invitation letter and response regarding videotaping

## INSTRUCTIONS FOR A LANSDOWNE VISITOR APPOINTMENT

**START AND END DATES** are for the period of appointment and cover working days. If arrival and departure dates are different, add those dates in brackets, e.g., Start Date: March 3 (arrives March 1), End Date: March 5 (departs March 7). **Arrival and departure dates are required for non-residents' letter of information, for presentation to immigration officials upon arrival in Canada.**

### **FINANCIAL:**

Honoraria (\$1000) are taxable. Non-residents can request a tax waiver by completing a Non-Resident Tax Waiver Certification form (r105 AND t1261; both must be completed), which is included in the appointment confirmation letter from the Dean.

Travel expenses are reimbursed under current UVic travel expense policies and procedures. A blank expense form is included in the appointment confirmation letter from the Dean. Special circumstances, such as extended stay for reduced airfare and visitor cosponsored with other academic units or organizations, shall be noted.

Publicity is the responsibility of the academic units. Publicity expenses are included in the \$3,150 allowable.

Accommodation & meal allowance are reimbursed up to \$150/day.

The department must reimburse all expenses from departmental funds. Upon receipt of an itemized statement, the Dean's office will reimburse the department for expenses up to a maximum of \$3,150, including publicity.

**PROGRAM** shall include all details of visit including specifics of public lecture(s); i.e., title, date, time, place. Non-Academic Bookings can advise academic units on appropriate rooms for the lecture and expected audience.

**VIDEOTAPING.** A signed Lansdowne Speakers Agreement must be forwarded to University Copyright Officer, Inba Kehoe, email: [copyright@uvic.ca](mailto:copyright@uvic.ca), with a copy to the Dean.

**CONTACT THE OFFICE OF THE DEAN OF SCIENCE IF ADDITIONAL INFORMATION  
OR CLARIFICATION IS REQUIRED.**



University of Victoria

### LANSDOWNE LECTURES

As part of its Lansdowne Lectures program the University of Victoria wishes to make a recording of your public lecture as given and make a digital reproduction for archival purposes. The digital copy may be stored in the University of Victoria's digital repository/archive and made available to the university community through the internet or any other telecommunications device. From time to time, the university receives requests for rental or loan of these recordings. The university will reserve the right to make available copies of the recording, in accordance with its usual policy for the distribution of such material.

To this end we request that you grant us a non-exclusive royalty-free right to materials produced from your public lecture to the University of Victoria. We agree to recognize your moral rights under the Copyright Act of Canada and to credit you for your participation accordingly.

If you consent to have your lecture recorded according to the above conditions, and are prepared to grant us non-exclusive royalty-free rights under those conditions, please sign and return this form.

I consent to the recording of my public lecture,

"....."  
....."

and hereby grant a non-exclusive royalty free right to the University of Victoria according to the conditions stated above.

.....

Speaker's name (please print)

.....

Organization (if applicable)

Address:

.....  
.....

.....

Signature

.....

Date