



Call for Proposals

Fill in the information below to propose Simpson Forum events for consideration. Proposals will be accepted in the order of their submission. Send all proposals to the Forum Director at Derek.Lyons@simpson.edu

Name of Event: _____

Proposed Date and Time of Event: _____

Proposed Location: 1) _____
(List three by order of preference. You will be notified by Conferences once approved.) 2) _____
3) _____

Proposed honorarium for speaker(s): _____

Proposed travel expenses for speaker(s): _____
(See [Forum pay scale.](#))

Methods of encouraging attendance: _____
(Classes, groups, other faculty, etc.)

Plans for promoting the event on campus and to outside groups: _____

Three key points that will be explored in lecture: _____

Provide a 1-sentence description that can be used to promote the event via the Simpson web-based calendar and via social media, including Facebook and Twitter. (Example: *George Washington University law professor Jeffrey Rosen delivers the Constitution Day Lecture, 7 p.m. in Great Hall.*) _____

Please attach a photo with the submission of this form.

Please Review the [Forum Handbook](#) prior to filling out this form.