



WPSA Speakers' bureau application form

Conference / Symposium details

Organizing Branch*

Name Contact Person*

Email Contact Person*

Requests a speaker from the Speakers' Bureau for the (name of Conference/Symposium*)

Date Conference/Symposium*

Location Conference/Symposium*

Name Expert Speaker*

Email Expert Speaker*

Topic of expert speaker*

Other contributions of the speaker before, during or after the meeting (interaction with students)

Proposed air Travel Details

Leg 1

From To Date Airline Flight number

Leg 2

From To Date Airline Flight number

Leg 3

From To Date Airline Flight number

Leg 4

From To Date Airline Flight number

Other Travel Details (e.g. by train)

Total Funds requested (US\$)

Ticket(s) will be purchased by:

Invited Speaker

Branch

Following approval, the invited speaker or the local Branch will be reimbursed by the Treasurer of WPSA. Where it is proposed that the Branch will purchase the air ticket, please fill in the bank details of the Branch. Where it is proposed that the Treasurer should reimburse the speaker, please ask the invited speaker to complete his/her bank details.

Address details Account holder

Name*

Address*

City*

State / Province / Region*

Postal Code*

Country*

Bank details

Name of the Bank*

Mailing address for the bank*

City*

State / Province / Region*

Postal Code*

Country*

Name on Bank account *

Account number*

IBAN number*

SWIFT code*

Did you contact your bank that the information on this form is correct and that they accept incoming wires

Yes

No
