



**KENNESAW STATE
UNIVERSITY**

NORMAN J. RADOW COLLEGE OF
HUMANITIES AND SOCIAL SCIENCES
*School of Conflict Management,
Peacebuilding and Development*

Guest Lecturer Request Form

GUEST INFORMATION:

Name of Guest:

Fee Requested:

Is the guest employed by a USG institution (including KSU)? Yes No

If so, Name of Institution:

Guest's Email:

Guest's Phone Number:

Guest's Address:

Street:

Street 2:

City:

State:

Zip Code:

Website or link to information about your guest:

VISIT INFORMATION:

Proposed Start Date:

Proposed End Date:

Course #:

Title of Lecture/Event:

Description of Lecture:

Are there any travel fees associated with this visit?

Yes: No:

If yes, please list estimated fees below:

Airfare:

Hotel:

Ground Transportation:

Other:

Description of Other:

Name of faculty member requesting guest:

Print Name

Signature

Director Approval:

Amount Approved:

Speed Chart:

Print Name

Signature

Date: