

**DEPARTMENT OF CHEMISTRY EXTERNAL SEMINAR
SPEAKER INFORMATION FORM**

Speaker Name: _____

Home Institution: _____

Host: _____

Division: Inorganic Organic Physical Theory Other

Seminar Date: _____

Seminar Time: _____

Seminar Room: _____

Title of Seminar:

PA Email Address: _____

PA Phone #: _____

Other Events
for Bulletin?:

Put on PlanIt Purple? Yes No

For front office use only

Hotel Conf. #: _____

Check in date: _____ Check out date: _____

Reservation
made by: _____

Date reservation
submitted: _____