

**UNIVERSITY LECTURES COMMITTEE  
PROPOSAL SUBMISSION FORM  
2008-2009**

**Please provide the following information**

Submission Date	
Proposed Lecturer	
Title of Lecture	
Date of Lecture (day/month/yr)	
Person/Academic Unit Making Proposal	
Academic Unit (Department/Program/School)	
Campus Address	
E-mail address	
(Co-)Sponsoring Unit(s) of Proposal	
Expected Size and Composition of Audience	
How will this lecture be advertised?	
Will funding be provided by any other institution not affiliated with Vanderbilt or are the Speaker's expenses being otherwise provided in some way (such as housing with a faculty member)?	

**Please also submit:**

- A. Academic Credentials and Background of Lecturer (150 words or less).
- B. Abstract of Lecture (100 words or less).
- C. Rationale for Choice of Lecturer and Topic (please address breadth of appeal to the university community).

**UNIVERSITY LECTURES COMMITTEE  
PROPOSED BUDGET AND APPROVAL FORM  
2008–2009**

Category	Amount Receiving from Other Sources				Amount Requested From University Lectures Committee	Total Amount Needed
Honorarium	\$	\$	\$	\$	\$	\$
Travel	\$	\$	\$	\$	\$	\$
Accommodations	\$	\$	\$	\$	\$	\$
Meals	\$	\$	\$	\$	\$	\$
Receptions	\$	\$	\$	\$	\$	\$
Other	\$	\$	\$	\$	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Sponsoring Unit		Amount	\$
Sponsoring Unit		Amount	\$
Sponsoring Unit		Amount	\$
Sponsoring Unit		Amount	\$

The following information is **mandatory** for funds to be transferred to you. Please obtain this information from your Administrative Assistant. **THIS FORM WILL BE RETURNED TO YOU IF THIS SECTION IS NOT COMPLETED. – Thank you.**

Center number to be Credited	
Administrative Assistant to be Copied	
Assistant's Campus Mailing Address	
Assistant's Phone Number	

*Approval Signature:* \_\_\_\_\_  
*Melanie Lutenbacher, ULC Chair*
*Date*

Please return completed form **electronically** to [melanie.lutenbacher@vanderbilt.edu](mailto:melanie.lutenbacher@vanderbilt.edu)

**AND by campus mail to:** Melanie Lutenbacher  
 Chair, University Lectures Committee  
 Associate Professor of Nursing and Medicine (Pediatrics)  
 School of Nursing  
 524 Godchaux Hall  
 Vanderbilt University  
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