Classics Department Guest Information and Requests Form

If you are hosting an external visitor, please enter the information below and submit to the Dept Staff at: g-jue@northwestern.edu

1. GUEST NAME: _______________________________________________________________

2. HOME INSTITUTION: _________________________________________________________

3. EMAIL ADDRESS: _____________________________________________________________

4. MAILING ADDRESS: ___________________________________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________

5. DATES OF VISIT:
   Arriving: ___________________________  Departing: ___________________________

6. [ ] CHECK IF HOTEL RESERVATION NEEDED:
   Arrival Date: ___________________________  Departure Date: ___________________________
   Preferred Hotel (if any): ___________________________
   Hotel Funding Source: ___________________________

7. CLASSICS DEPT HOST (Name): ________________________________________________

8. [ ] CHECK IF YOU ARE PAYING AN HONORARIUM OR CONTRACTED SERVICES FEE.
   SOURCE OF FUNDING ___________________________
   AMOUNT OF PAYMENT: ___________________________
   CITIZENSHIP OF VISITOR (required for honorarium): ___________________________

9. OTHER INFORMATION OR REQUESTS: