



**Distinguished Speaker Application Form**

The McCaig Distinguished Speaker Series promotes higher learning and collaboration at the McCaig Institute. Proposed speakers need to be national or international leaders in bone, joint and muscle health research. There will be an effort to ensure that speakers and topics reflect the breadth of research happening at the McCaig Institute.

Applications will be accepted on an ongoing basis and will be reviewed by the McCaig Institute’s Research Committee.

All awardees must abide by the University of Calgary’s Hospitality and Travel Expenses Policy. Honorariums to the speakers do not qualify as a reimbursable expense but gifts will be considered. Please refer to the Travel & Expense Reimbursement Handbook when organizing a guest visit:

<http://www.ucalgary.ca/finance/files/finance/travelexpensereimbursementhandbook.pdf>

Any discrepancy regarding expense eligibility will be adjudicated by The McCaig Institute Research Committee. Expenses will be processed through the McCaig Institute Administrative Office to a maximum of

\$3,000 CDN per visit.

**Applicant Information (must be a McCaig Institute Member)**

First Name: Type Here      Last Name: Type Here      Date of Submission: Click or tap to enter a date.  
Department: Type Here

**Co-Applicant Information**

First Name: Type Here      Last Name: Type Here      Institute: Type Here  
Department: Type Here

**Second Co-Applicant Information**

First Name: Type Here      Last Name: Type Here      Institute: Type Here  
Department: Type Here

**Distinguished Speaker Information**

First Name: Type Here      Last Name: Type Here      Email: Type Here  
University: Type Here      Country: Type Here  
Administrative Assistant Name and Contact Info: Type Here

**Distinguished Speaker Research Area Information**

Primary Research Area: Type Here

Secondary Research Area: Type Here

Topic of Presentation: Type Here

Areas of collaboration with McCaig Institute members:

Type Here

Benefit to McCaig Institute Trainees:

Type Here

### Distinguished Speaker Event Information

Institutes (other than McCaig)/Departments/Faculties that may be interested in attending event:

Type Here

Event(s) (other than the McCaig Distinguished Speaker series) that the guest will be attending:

Type Here

### Distinguished Speaker Visit Information

Proposed Arrival Date: Click or tap to enter a date.

Length of Visit: Type Here

Will the Distinguished Speaker be participating in:

Lunch with McCaig Institute Trainees

Tour of the Center for Mobility and Joint Health

### Distinguished Speaker Budget Information

Estimated cost of: Air Transportation: Type Here

Ground Transportation: Type Here

Hotel: Type Here

Faculty Meal(s): Type Here

Catering for seminar: usual estimate is \$350.00

Catering for trainee lunch (if applicable): usual estimate is \$250.00

**Total:** Type Here

If expenses exceed \$3000, please provide source of funding: Type Here

### Electronic CV

Distinguished Speaker Electronic CV Attached

Please send your completed application to [mccaig@ucalgary.ca](mailto:mccaig@ucalgary.ca)  
The McCaig Institute Research Committee will review your application and you will be notified of the decision within 30 days.

With any questions, please contact:  
[mccaig@ucalgary.ca](mailto:mccaig@ucalgary.ca)

**McCaig Institute Office Use ONLY**

Date Application Received:      Select Date

Date Application Reviewed By Research Committee:      Select Date

Research Committee decision:

Application Approved

Application Denied

Rationale:      Type Here