



GUEST SPEAKER FORM

**to be completed by Kinesiology course instructor*

Guest Speaker will provide a lecture in a class at the invitation of the Course Instructor.

Payment is:

- \$150 per presentation
- One-time payment via cheque or director deposit
- Subject to income tax (Guest Speaker must provide Social Insurance Number (SIN))

Please complete form in advance of inviting speaker. Return completed form to Manager Finance and Administration for budgeting purpose and reimbursement.

NAME OF GUEST LECTURER	
Social Insurance Number	
ADDRESS	
PHONE	
EMAIL	

NAME OF COURSE INSTRUCTOR	
COURSE Number/Name	
DATE OF GUEST LECTURE	

DESCRIPTION	AMOUNT
TOTAL:	