

SSHA Instructional Event Request

Fall 2015 deadline: August 1, 2015
Spring 2016 deadline: January 1, 2016

Upon completion of this form, please save the document with a title and date of the event and email the form and any additional information regarding this event to ssha.seminars@ucmerced.edu. Please take note of the deadlines listed in the upper right corner. Requests received after the deadline will be processed both in the order they are received, and by priority taking into consideration capacity and date of the event. When requesting these accommodations, please note the anticipated processing times listed in *blue* for various event-related requests:

UC Merced requester:	Department:
Funding source:	Budget:
Date of Event:	Time of Event:
Title of event or reason for request:	

VISITING GUEST (funding source required):

Visitor's name:

Visitor's email:

Visitor is traveling from:

Honorarium: Yes No If yes, amount:

(U.S. citizens: 2 weeks, Non-U.S. citizens: 4+ weeks)

Please mark all accommodations your guest will need assistance with and provide any additional information available (Ex: hotel preference, travel dates):

Flight: *(4 weeks)*

Hotel: *(2-3 weeks)*

Rental car: *(1-2 weeks)*

UC Merced parking reservations: *(1-2 weeks)*

Reimbursement documents for after their trip (*policies, form, mailing information*): Yes No

*If left blank, guest will automatically receive these documents

ON CAMPUS ROOM RESERVATION (1-2 weeks):

Need Reservation

Reservation Already Confirmed

Presentation date:

Presentation start/end time:

Preferred location:

of estimated guests:

ADVERTISING (2 weeks):

Create and post flyers

Post Happenings Announcement

SSHA Instructional Services can create flyers, post advertisements on campus, and send out Happenings announcements. If you would like advertising for your event, please email the following information to ssha.seminars@ucmerced.edu with requested form of advertisement:

- | | |
|-------------------------------|--|
| - Presentation date | - Details of presentation |
| - Presentation start/end time | - Department/program hosting (if applicable) |
| - Presentation location | - Biography (if available) |
| - Presenter's name | - Picture (if available) |

OTHER (funding source required):

Please include in your email any specific details that you can provide at this time, and someone from ssha.seminars@ucmerced.edu will follow up with any additional questions.

Bus travel *(3-4 weeks)*

Catering *(2-3 weeks)*

For special requests not listed on this form; please contact ssha.seminars@ucmerced.edu.