These guideless apply whether you are (1) proposing a speaker for the Snyder seminar series (i.e. complete funding) or (2) requested partial support for a speaker in a co-sponsored event.

The committee will provide funds to assist with bringing in Visiting Speakers for seminar series run by the various research groups/themes within the Snyder Institute (III). The following criteria apply:

**Application deadlines:**

31st January

31st May

31st September

The Snyder Education committee will endeavor to review all submitted applications within 1 week of the deadline and will fund a maximum of 2 applications in each competition. Ideally speakers should be scheduled for the four month period after the application deadline.

1. Speakers must be either International leaders in their field, or be individuals who are emerging as leaders.
2. Speakers must have broad appeal beyond the immediate sponsoring research group and should align with major research themes within the Institute: inflammation and microbe-host interaction.
3. Speakers must be willing to spend adequate time in Calgary to meet with investigators and trainees in the Snyder Institute
4. Where partnering is requested, The Snyder Institute will provide up to a maximum of $2000 per speaker to assist with pertinent costs. A maximum contribution of $300 towards an honorarium is allowable. Additional costs will need to be met by the sponsoring Group and commitment should be in place prior to application for support from the Snyder Institute.
5. It is anticipated that no sponsoring group will receive such funds more than twice in any given calendar year.
6. Because funds are limited and there is a desire to spread such commitments over the full year, and across multiple sponsoring groups, the Snyder Institute Education Committee will review applications for funding to best achieve these goals.
7. Applications for support for a Visiting Speaker are submitted on the form that can be obtained from the website ([www.iii.ucalgary.ca](http://www.iii.ucalgary.ca) ) and the invited Speakers CV should be attached.
8. Applications should be submitted to the Snyder Institute office to Caitlyn MacDonald (ccmacdon@ucalgary.ca) and addressed to the attention of Dr. Derek McKay, Chair Snyder Education Committee.
9. The Snyder Institute should be acknowledged on any printed material such as seminar notices “Supported by the Calvin, Phoebe & Joan Snyder Institute for Chronic Diseases”. A seminar notice template will be provided and acknowledgement at the seminar is a stipulation for funding.

**Application for Support from the Calvin, Phoebe & Joan Snyder Institute for Chronic Diseases for a Visiting Speaker**

Dates of Visit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requesting sole support for a speaker in the Snyder Seminar Series □

Requesting partial support for a speaker in an allied seminar series □

|  |
| --- |
| **Invited Speaker:**Name:Rank:Institution:Area of Expertise: |
| **Host Information:**Name:Rank & Department:Research group Affiliation: |
| **Budget** (receipts will be required) (please append justification of your request and detail additional fund (source, amount). |
| Transportation: |  |
| Living Expenses: |  |
| Honorarium: |  |
| Other: |  |
| **Proposed Title Of Seminar:** |
| **Briefly describe the nominees expertise and major contribution (s) to infection, immunity and Inflammation** (1 additional page can be appended). |
| **Briefly describe how this seminar will be of broad interest to the membership of the Snyder Institute** (I additional page may be appended)**.** |

**\*\*\* APPEND Invitees CV and where possible an itinerary of their visit**