

Thank you for your interest in having Professor Smith speak at your event.
 We are delighted to work with organizations that are working to spread the message about the Church's teaching on sexuality. We hope to do what we can to make your event successful.

Please note before submitting request:

- Professor Smith's calendar fills up 6-12 months in advance.
- The honorarium for a one-day event is \$3000; each additional day is \$1500. This fee is sometimes negotiable.
- Travel expenses incurred in conjunction with the event will be the responsibility of the hosting organization, including but not limited to: flight, mileage to and from Detroit Metropolitan Wayne County Airport (44 miles at the current reimbursement rate of \$0.14 per mile), parking (at \$14 per day), accommodations, and meals.
- Helpful planning advice: Please carefully consider the number of speakers you invite for your event. Often full day conferences have 5 or 6 sessions with as many speakers and as many topics. Such a full schedule can be overwhelming for the audience and expensive for the organizers. Consider limiting the number of speakers and inviting those speakers to give two talks with lengthier Q&A sessions. Professor Smith generally prefers 75 minutes for her talks. When you schedule talks, remember to include time for people to gather after a stretch break between speakers, time for the introduction of the speaker (5-10 minutes), and then the amount of time you want the speaker to talk (typically 45 to 75 minutes).
- Professor Smith encourages you to call her to discuss your event; you can reach her at 734.249.9928.
- **Please include a tentative schedule for the event with this request.**

Speaker Request Form	
Event Date (First Choice)	
Possible Alternative Date(s)	
Organizing Group	
Organization Website	
Nature of Event	
Event Website	
Talk(s) Requesting (see attached list)	
Other Requests for Event	
Location of Event	
Event Address (Street, City, State, Zip)	
Approximate Size/Nature of Audience	
Contact Person	
Contact Phone	
Contact Email	

Please contact Professor Smith or her assistant, Melissa Enfield, at smithengagements@gmail.com with any questions or concerns.

Submit this completed form to smithengagements@gmail.com.

No commitment is firm until this Speaker Request Form has been accepted,

the contract signed, and a deposit of 50% of the speaking fee received.