

AUBURN UNIVERSITY

SPECIAL LECTURES PROGRAM

Guidelines and Procedures: Special Lectures Program

The purpose of the Special Lectures Program is to augment the instructional programs of the University by supporting speakers of distinctive scholarship and accomplishment who have wide appeal to students, faculty, and staff. Funds for the Special Lectures Program are provided as part of the University budget. These funds are limited and rarely exceed a maximum of \$1,200. Greatest consideration for funding will be given to proposals that include matching funds and that provide public lectures at times and places convenient to Auburn students, faculty, and staff. Lectures co-sponsored by more than one college/school will also be given greater consideration. Applications for funds should be submitted to the Office of Undergraduate Studies one month in advance of the lecture date (Attention: Paula Clark, Admin Support) using the attached form and following the application guidelines; a current vitae of the proposed lecturer should be included.

Programs supported in whole or part by the Special Lectures Fund are required to ensure that the program is advertised through all appropriate university and community channels and that the Special Lectures Fund is acknowledged in all promotional materials. A statement such as this is acceptable: "with support from the Auburn University Special Lectures Fund." Sponsors should ensure adequate advance publicity. Media outlets include but are not limited to the Auburn Plainsman, WEGL radio, AU Daily, and the Office of Communications and Marketing. For additional information on promotion and media outlets, please contact Paula Clark.

Special Lectures Program funding comes with the understanding that the sponsor(s) assume full responsibility for making arrangements for the lecturer and the event (travel, lodging, space reservation, etc.) and for preparing contracts and vouchers through their departmental offices and in accordance with A.U. Financial Policies and Procedures Manual (pages 55318-19). Successful applicants will receive an account number at the time of notification of funding.

Sponsors receiving Special Lectures funding must provide a brief summary report within 30 days of the lecture/program. It should describe principal activities; tabulate the attendance of students, faculty, and others; and include clips and/or samples that document print/media promotion, as well as copies of financial forms relating to expenses paid with the Special Lectures FOP.

Please direct final reports, correspondence, and questions to Paula Clark at 844-4900 or clarkps@auburn.edu