

## **Messenger and University Lectures Guidelines for Nominations**

Messenger and University Lecturers are selected by the University Lectures Committee which is composed of faculty and students. A full description of standard funding policies for expenses and honoraria is available from the Office of the Dean of the University Faculty.

The Committee welcomes applications, initiated by faculty and by students, and encourages nominations of minorities and women.

A letter of nomination must include the following information:

- the projected date
- the title of the prospective lecture accompanied by, if possible, a brief abstract
- a resume , as well as a capsule biography of the speaker
- strong evidence of interdisciplinary appeal
- letters from faculty or student colleagues in departments other than those of the principal sponsor that address the appeal, in their own fields, of the prospective speaker and of the proposed topic.
- 3 supporting letters for University Lecture nominations
- 6 supporting letters for Messenger nominations

### **Co-Sponsorship**

The Committee will contribute to conferences and colloquia. It will favor events that are likely to provide the Cornell community with ample access to the participants. In addition to the same information required of nominations for University Lecturers, requests must include:

- an estimate of expenses
- a complete budget (including amounts other sponsors have agreed to commit)
- the precise amount of funding requested
- a description of occasions that provide access to the participants (if such occasions are part of the proposal).

**All lectures and co-sponsored events supported by the University Lectures Committee must be open to the public without charge.**

### **Deadlines for Submissions\***

**April 1** - events from September 1 - December 15

**October 1** - events from January 15 - May 15

**Nominations and Inquiries:** University Lectures Committee, 315 Day Hall, 255-4843