



864 Delaware Ave,
Buffalo, NY 14209
iibuffalo.org
716 883 1900

Thanks for requesting someone from the International Institute of Buffalo speak to your organization.

It is not an exaggeration to say that we get hundreds of requests yearly to speak to school groups, civic organizations, worship communities, etc. We do the best that we can to accommodate all who ask.

Please complete the speaker request form accompanying this letter so we can evaluate your request, providing as much detail as possible. This will help us to ascertain the ideal person to speak. If you want a specific person to talk to your group, there is a place on the form to request them.

Please note that in exchange for one of our team taking time out of their workday or time off to speak to your group, we respectfully ask that your group provide a small honorarium to support the mission of the International Institute of Buffalo. In place of an honorarium, we ask that you do a small donation drive for goods to benefit the people whom we serve. [Here is a list of what they need most.](#)

If you have any questions or concerns regarding your request, please contact me at gdimai@iibuff.org. We appreciate that you thought of us to speak to your group.

Thanks!

Gabe DiMaio
Communications Director
716 883 1900 ext. 377
gdimai@iibuff.org





Name of Organization _____

Address _____

Point of Contact: _____

Point of Contact Phone _____

Point of Contact Email _____

Type of venue: In-person via Zoom or other remote attendance

How many people do you expect to attend? _____

Type of Organization: Civic Educational Religious Business Political

Other: _____

Date of the Event: _____ Time: _____ to _____

How will your organization compensate IIB (choose all the apply):

Honorarium Drive for goods Other _____

Please describe the audience _____

What topic would you like the speaker to address? (Choose all the apply)

IIB Mission/ History Immigration Refugee Resettlement Immigration Law

Non-profit Management Domestic Abuse Human Trafficking

Health Literacy Interpretation/Translation Internships/Volunteering

Cultural Competency International Exchange Programs

English as a New Language Other: _____



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INSTITUTE
OF BUFFALO

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Will there be additional speakers? Please list them. _____

If you have a request for a specific speaker, please indicate their name:

Other Important Information: