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 a 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 gdimaio@iibuff.org. We appreciate that you thought of us to speak to your group.

Thanks!

Gabe DiMaio
Communications Director
716 883 1900 ext. 377
gdimaio@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:_____________________________________________
Will there be additional speakers? Please list them. __________________________________________

________________________________________

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

Other Important Information: