



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

Thanks for requesting that 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](mailto: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](mailto: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: \_\_\_\_\_

Will there be additional speakers? Please list them. \_\_\_\_\_

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

Other Important Information:

