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.

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\_\_\_\_\_\_\_\_**

**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** [ ]  **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:**