



**GROUNDWATER
FOUNDATION**

2020 William McElhiney

Distinguished Lecture Series in Water Well Technology

Request Form (Valid from May 28 - August 5, 2019)

The completion of this form is required in order for a site to be considered to host the lecture series.

Host information

Organization _____

Contact person _____

Email _____ Phone _____

Lecture information

City _____ State/Province _____

Site/Venue _____ Country _____

Will the lecture be part of a larger event? Yes No Estimated attendance _____

If yes, what is the name of the event? _____

1ST Date Choice _____ 2nd Date Choice _____

I have the authority to represent the above referenced organization. I understand that if chosen to host the McElhiney Lecture Series, my organization will provide the speaker with the following and comply with stated requirements:

- *Housing (room and tax) for the lecture speaker (usually the night before the lecture and the night of the lecture) A prepaid hotel confirmation is required 60 days prior to the presentation date.*
- *Meals during the lecturer's stay*
- *Any audiovisual equipment that the speaker needs*
- *No audio or video recording of the lectures is permitted*
- *Returning the host packet materials within one week of the lecturer's presentation.*

I agree to the above. Yes No Electronic signature _____

The McElhiney Lecture can only be scheduled and confirmed through the Groundwater Foundation. Return the completed form to **2020McElhineyGWF@ngwa.org**.