**November 2022**

**TEMPLATE FOR GUEST (PUBLIC) SPEAKER**

**Please use appropriate letterhead for invitation.**

**NOTES: (Please delete)**

* **Defined as persons invited as a guest speaker for the sole purpose of making a speech (such as an academic speaker at a university function) or delivering a paper at a dinner, graduation, convention or similar function, or as a commercial speaker or seminar leader delivering a seminar that lasts no longer than 5 days**
* **A seminar is defined as a small class at a university for discussion and research, or a short intensive course of study, or a conference of specialists.**
* **May provide an honorarium**

Dear -----:

I am pleased to offer you an invitation to visit Western University in London, Ontario as a **Guest Speaker** for the [Insert name of function, event or seminar name] hosted by the Department of -------, Faculty of -----------. This invitation will become effective on [Insert Date] and terminate on [Insert Date]. Your speaking engagement at Western University will last no longer than five days.

As an invited Guest Speaker at Western University, you are exempt from a work permit under R186(j).

During your visit to Western University, [include details of any remuneration, modify as appropriate to the specific circumstances e.g. reimbursement for receipted accommodation expenses, reimbursement for receipted travel cost, honorarium in the amount of $ .]

**OR**

You will receive no remuneration during your visit to Western.

Please consult with the Canadian Consulate or Embassy nearest you to ensure you have the appropriate documentation and paperwork required to facilitate your visit to Canada for the period specified in this letter. This may include the requirement to complete Biometrics, a Temporary Resident Visa (TRV) and/or Electronic Travel Authorization (eTA). All citizens of visa countries require a (TRV) to enter Canada and applications for a TRV must be made prior to your visit. All citizens who are from a visa exempt country (except U.S. citizens) and entering Canada by air, must obtain an eTA prior to your visit. Please visit the following websites for more information:

 <http://www.cic.gc.ca/english/visit/visas.asp>

<http://www.cic.gc.ca/english/visit/biometrics.asp>

In addition, you are required to ensure you meet all current requirements to enter Canada. This includes but is not limited to ensuring you have met any COVID-19 requirements.

We look forward to your visit with us.

Sincerely,

[Name]

I hereby accept this opportunity to visit Western University in London, Ontario as a Guest Speaker.

I understand that in order for the invitation to remain valid, I must return a copy of this document indicating my acceptance, no later than [insert date and contact name]. (Please retain a copy of the offer for your files.)

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Signature – Name and Title Date

cc. Office of Faculty Recruitment & Retention

 Name, Department/Unit Administrator