**Human Studies Program Lecture Request Form**

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|  | **DEPARTMENT** | |  | | | |
| **Department:** | | | | | | **Date:** |
| **Requestor/ Contact person:** | | | | **Email:** | | **Phone:** |
|  | **LECTURE** |  | | | | |
| **Class Title/ Class subject:** | | | | | **Location:** | |
| **How many students in the class?** | | | | | **Will you be able to supply projector, AV equipment for powerpoint? If so, please list available equipment:** | |
| **Date you would like requesting from HSP (please complete, in order of preference)**  **1.****2.**  **3.** | | | | | | |
| **Duration of Lecture:** | | | | | **Requesting Printed Materials**  **Yes** **No**  If yes, specify content of printed material: | |
| **Content Requesting (i.e., research ethics, IRB process, IRB requirements form researcher, etc.)** | | | | | | |

Please complete this form and return via email to uhirb@hawaii.edu at **least 2 weeks** prior to your earliest preferred date of lecture. You will be contacted within 7 business days via email or phone provided above regarding your request.