**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.