

**Instructions to complete:  
REQUEST FOR AN EIC DETERMINATION – NON-EMPLOYEE – GUEST SPEAKER**

1. Date of your EIC Memo
2. Principal Investigator and Project Identification & Contact
  - 2a. Full Name of Principal Investigator
  - 2b. Full Name of Project Contact Person who can clarify EIC Memo
  - 2c. Contact Person's Email
  - 2d. Contact Person's Phone Number
3. Guest Speaker's Legal First and Last Name.
4. Your Guest Speaker is an expert in what field of study/research. Describe how this expertise will be articulated in the speaker engagement.
5. Name of Event
6. Location of the Event.
7. How will this speech/engagement/event benefit your project.
8. Name of Presenter (same as #3)
9. Duration
  - 9a. Start Date
  - 9b. End Date
10. Amount of honorarium (if more than \$750 per event, please provide an explanation to justify the amount on honorarium).
11. Specify what type of travel and per diem or other reimbursements/support you plan to provide this individual.
12. Name of Agency/Employer
13. If Guest Speaker Retired from the UH, State, RCUH or County; provide date of retirement.
14. Name of Agency/Employer
15. If Guest Speaker terminated from the UH, State, RCUH or County; provide date of termination.