**SPONSOR INVITATION LETTER**

**[Date]**

Dear Professor-------

We are writing to invite you to present your work to the Research Workshop at Stanford University on **[date].** The participants in our workshop are eager to hear from you and to discuss your research. If you can accept this invitation, we would be happy to discuss the format of the

presentation and the logistical details of your visit.

We find that most visitors prefer to make their own travel arrangements and receive reimbursement within a few weeks after traveling (Stanford policy requires coach-class airfare). We will cover airfare costs up to ($\_\_\_) and ground transportation costs up to ($\_\_\_) for your round trip travel to Stanford. We will also arrange (\_#\_) nights lodging accommodations in the Palo Alto area during your stay.

We are also able to offer a modest honorarium of *$\_\_\_ (200-300)*, assuming your visa and tax status allow you to accept this. In order to process your reimbursements and honorarium, we will need you to complete some paperwork; should you accept our invitation, we will be in touch about this.

*[For foreign visitors:* Please be aware that, depending on your circumstances, honorarium payments may be subject to up to 37% withholding. If you would like our assistance securing a visa to enter the United States, or an ITIN (tax identification number required to receive honoraria payments), please let us know-we will be glad to help with this.]

The Geballe Research Workshops at Stanford are unique spaces where scholars from a variety of disciplines and professional cohorts meet to discuss work in progress in their fields of interest. We think you will enjoy a lively exchange of ideas with a diverse audience of faculty and graduate students in your workshop. We will most certainly enjoy the opportunity to meet and exchange ideas with you in this informal, collegial atmosphere.

We would appreciate hearing your first reaction to this invitation as soon as possible. If there are specific scholars at Stanford you would like to invite to your talk, please feel free to do so or let us know whom we should contact. If you have any questions, please feel free to contact us at *[insert contact info here].* The Stanford Humanities Center, the research center on campus that manages the Geballe Research Workshop Program, may also contact you to coordinate paperwork.

Best wishes,

Faculty Coordinator

Graduate Student Coordinator

Name of Workshop

Stanford University