

4. What are the space needs of the conference? Be as specific as possible in identifying special rooms and the time frames for utilization. Include venues needed for plenary sessions, breakouts, meals and receptions. Identify or estimate all costs including those entailed in utilization of the Gerald W. Lynch Theatre. Please note that requests for space cannot be finalized until budgets are in place.

5. What special technology is necessary for the conference (e.g. computer set-ups, video equipment, public address systems, etc). Be sure to work with the Departments of Audio-Visual Services and Information Technology to secure appropriate services.

6. What are the publicity and publication needs of the conference?

- press releases
- invitations
- programs
- posters
- photographer

All requests must be submitted to the Office of Institutional Advancement in accordance with the deadlines specified by that office. If there are costs associated with such requests, please indicate them as subsets of costs identified in the budget.

7. What is the desired involvement of college officials in the conference, including the providing of greetings and the hosting of receptions? Please note, it is the responsibility of the conference organizer to work with the offices regarding such appearances and to get the event on the president's calendar if he agrees to participate. All requests to obtain the president's participation are to be made to the Office of the Provost.

8. What will be the products of the conference, e.g. publications, videos, reports, grant applications? How will it contribute to knowledge, serve the community, foster professional development or strengthen the college?

9. How will the conference be evaluated (e.g. questionnaires for participants, funds raised, quality of resulting publications, etc.)? How will we measure intended benefits.

10. Provide a budget for the conference which includes costs and funding sources. Please fill in the attached budgetary grid as precisely as possible. Describe any costs and revenues that are problematic. Use this space for any explanations.

Please return the completed form to the Office for the Advancement of Research (632T) and work with Dean James Levine regarding planning of the conference.

Proposed Conference Budget

Sources of Support

Expenses	OAR	Provost	Department	Grants	Foundations	Registration Fee	Other (Specify)	Total
Honoraria								
Travel								
Accommodations								
Meals and refreshments								
Space (e.g. Theater costs)								
Printing								
Reassigned time (Adjunct replacement)								
Special technology								
Gifts to participants								
Grant Total								