

Conference Proposal Request

Organizer

Name _____

Academic Title _____

Department/Program _____

Proposed Conference/Symposium

Title _____

Budget (total not to exceed \$75K) _____

Date of Event _____

Please include the following items:

- 1) This cover sheet;
- 2) Description of the Conference/Symposium (2–4 pages in length);
- 3) A schedule of specific activities, including those that would be open to the public;
- 4) Names of possible speakers and other participants, including members of the Dartmouth faculty;
- 5) A plan for disseminating the results of the conference/symposium; and
- 6) A budget that prioritizes the individual items listed. In addition to participant costs, budgets may include administrative support, advertising, and publishing.

Email this completed request sheet and all supporting documentation to TBD.