

# DARTMOUTH

The Faculty of Arts and Sciences

## 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 the Office of the Chief of Staff for Arts and Sciences at:**

[cosdof@dartmouth.edu](mailto:cosdof@dartmouth.edu)