

Dartmouth College

Arts & Sciences

**Conferences Proposal Request**

**Submitter**

Date

Name

Academic Title

Department/Program

**Proposed Conference/Presentation/Event**

Conference Title

Budget (total) $

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.

**Return this cover sheet and all supporting documentation to:**

**Janet Terp, Chief of Staff, Arts and Sciences, HB 6045**

**or** [**janet.e.terp@dartmouth.edu**](mailto:janet.e.terp@dartmouth.edu)**.**