CONFERENCE PLANNING WORKSHEET

*Once conference funding is approved, submit this form to Pamela Guardia for assistance planning a conference or symposium to be held in the Faculty House.*

**The University Seminars Charter forbids support to any conference that pays honoraria, even if it comes from an outside source.**

[ ]  **Acknowledged**

SEMINAR INFORMATION

Seminar Number:

Click or tap here to enter text.

Seminar Name:

Click or tap here to enter text.

Conference Name:

Click or tap here to enter text.

Event Date(s):

Click or tap here to enter text.

VENUE PLANNING

Where will the conference be held?

[ ]  The Faculty House [ ]  Another Venue: Click or tap here to enter text.

How many people do you expect to attend?

[ ]  20-50 [ ]  51-80 [ ]  81-100 [ ]  over 100

Provide estimated start and end times for the event.

Click or tap here to enter text.

Will you require multiple rooms (for plenary and break-out sessions or simultaneous presentations)?

[ ]  No [ ]  Yes

Will you use audio-visual equipment, such as microphones, a podium or projection for PowerPoint slides?

[ ]  No [ ]  Yes

Do you request catering for any of the below options?

[ ]  Coffee break [ ]  Lunch [ ]  Dinner [ ]  Wine Reception

Do any attendees require any special accommodations?

[ ]  No [ ]  Yes

TRAVEL ACCOMMODATIONS

***All accommodations are made by our travel agent via the*** [**Travel & Hotel Reservation Request Form**](https://docs.google.com/forms/d/e/1FAIpQLSd38qmD71LnWxUS5xKpG27BAZct-WK2_b613W5VgWHBrh2sLg/viewform?vc=0&c=0&w=1).

To help tracking expenses, list the names of all travelers who will need the below accommodations.

Flight or Train

|  |  |  |
| --- | --- | --- |
| **Guest Name** | **Flight** | **Train** |
|  |[ ] [ ]
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Hotel Accommodations

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| --- | --- |
| **Guest Name** | **# of Nights** |
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Car Service or Local Transportation

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| --- |
| **Guest Name** |
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