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

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| --- | --- | --- |
| **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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