

# Conference Fund Committee

The following is the recommended outline for proposals to the Conference Fund Committee. Feel free to modify to fit the requirements of your initiative. Proposals should not exceed two pages.

A copy of the Committee's Terms of Reference is attached.

**NOTE:** In order for funding to be advanced, an internal FOAPAL must be established. If a FOAPAL isn't established by the conference organizer (or applicable department), the Office of the Vice-President (Research) will initiate the request. After the conference has occurred and all outstanding expenses have been incurred, a Banner printout for the applicable account will be required to be submitted with the final report. In the event the conference generates a surplus, the amount advanced by the Conference Fund Committee (or a portion thereof depending on the final revenue) will be repaid.

## **COVER LETTER**

The cover letter must be signed by the Dean or Director confirming support of your division (in-kind or financial).

## **PROPOSAL**

### **Conference Description**

Provide a paragraph or two that clearly describes the event for which funding is being requested.

### **Timelines**

When will the conference take place? Start and end date.

### **Location/Size**

Which campuses are involved and where is the conference to be held? Provide details on whether the event is local, regional, national or international and number of expected participants.

### **Benefits**

Provide a description of the benefits for Memorial's institutional objectives and public profile.

### **Budget**

Total Budget Request should detail all associated estimated costs and expected revenue from all sources, including Memorial units. Add additional lines if necessary.

<u>Item</u>	<u>Conference Fund Support</u>	<u>Other/Your Division</u>
Venue Rental	\$	\$
Advertising/Publications		
Hosting		
Speaker Fees		
Transportation		
<b>Total</b>	<b>\$</b>	<b>\$</b>

Revenue sources:

Registration Income	\$
Sponsor Income	\$
Contributions from Memorial	\$
<b>Total Anticipated Revenue:</b>	<b>\$</b>

**Notes:**

- Funding provided is for regular conferences and not large-scale conferences such as Festival 500 or Congress. Requests are for conferences that are Memorial-hosted or co-hosted events and funding will not be provided for travel to conferences hosted by other institutions/organizations.
- A call for proposals will be issued three times per fiscal year (in alignment with each academic term).
- Send all proposals to the Office of the Vice-President (Research), attention: Eileen Bruce, Manager, A-2021 Arts and Administration Building, St. John's, NL A1C 5S7.
- Within three weeks of hosting the conference, please submit a final report detailing activities and outcomes; along with a Banner printout showing any revenue. Again, two pages or less will be sufficient. Submit report the Office of the Vice-President (Research), attention: Eileen Bruce, Manager.