

2019-2020 F&ES Community Conferences

Proposal Submission Guidelines and Information

Each year, F&ES community members bring exciting conference opportunities to the school. In recognition of the resources needed to run these events, F&ES has formally created an opportunity to apply for financial support to make these a success. Below are the guidelines for applying and eligibility requirements. This opportunity is open to students, faculty, and staff and is required for all dean's office conference funding requests.

Please submit your application material to Yolanda.quinones@yale.edu.

Deadline:

Applications are accepted on a rolling basis and are preferred to be submitted **at least two months before the event for eligibility**. Advanced planning is highly preferred and applications for 2019-2020 are being accepted. Once approved, more information regarding expenses, logistics guidance, and restrictions will be sent although questions can be sent to Yolanda Quinones.

Eligibility

- Conferences must be organized in conjunction with an official Yale center, program, initiative, SIG, professional school and/or unit. Co-sponsorship is highly encouraged to reach diverse audiences and include diverse perspectives.
- A planning committee is required and must include at least three members of the Yale community, preferably including students from different classes, PhD students, and other professional schools.
- Preferred date and time must not be in conflict with other public events at F&ES and must get prior approval before booking can be confirmed. Please work with joan.mcdonald@yale.edu.

Considerations

- The community should strive to host creative, inclusive, and inspiring events at F&ES. It is encouraged to open up events to the wider community (Yale and New Haven) and broadly advertise them.
- Applications that demonstrate collaboration and external funding support
- Diverse perspectives and backgrounds of speakers and topics are encouraged
- Conferences that align with the School's strategic priorities, community and inclusion priorities, SAC priorities, and curricular specializations are highly encouraged
- Events should avoid redundancy in topic coverage (as can be viewed on the Speaker Spreadsheet)

- Dates cannot be confirmed until the calendar is booked. Please work with
- Consecutive year conferences should consider locations outside of F&ES on alternating years.

Process

- Proposals will be considered by a committee consisting of the Associate Dean of Research, Associate Dean of Academic Affairs, Assistant Dean of Academic Affairs, Assistant Dean of Students Affairs, Chief of Staff and Assistant Dean of Faculty Affairs, Director of Strategic Initiatives, Director of Academic Affairs, Assistant Director of Alumni Services, Assistant Director of Student Affairs, one student representative from SAC/StudLi, and one student representative from SAC/AcAf.
- Applications will be reviewed and a decision will be shared with the conference organizers within 30 days of submission of completed application materials.
- Select members of the planning committee should plan to meet with the Director of Strategic Initiatives and Assistant Director of Student Services within one month of approval to discuss strategy and organize logistics.

Proposal Guidelines

Below are key components that *must* be included in your proposal.

- Name of sponsoring organization(s)
- Names of planning committee members – be sure to include class year, committee role, and additional major commitments (student/research positions, chair of organizations, etc.)
- Main contact person name, phone number, and preferred email for summer contact
- Working conference title
- Target audience
- Conference description
- Proposed dates– be sure to include alternate dates and check the calendar to avoid conflicts with scheduled events
- Conference objectives (what is this conference designed to accomplish, including why it is important to hold the conference during the 2016-17 academic year)
- Proposed conference format (panels, single speaker, speaker/reactor panel, dialogue, workshop, etc.)
- Tentative conference schedule and proposed speakers
- Conference marketing plan including posters, social media, online presence, etc.
- Space and audio/visual needs for the conference (room set up, # of rooms, # of mics, video/livestream requests)
- Detailed conference budget including:
 - speaker expenses (travel, lodging, food, etc)

- food for event
- publicity - conference programs, posters, and other materials (name tags)
- AV— depending on your AV needs, there may be additional costs
- facilities—depending on your custodial and room needs there may be additional costs
- other administrative costs (setting up a registration site, security for speakers, custodial services)
- Potential sources of additional funding (registration fees, Class of 1980 Fund, CDO, other departments at Yale, etc.)

Approved event requirements

- Development of a planning timeline
- Regular meetings and check-ins with the Assistant Director of Strategic Initiatives and other support staff as needed.
- Guest speaker invitations to be shared with Director of Strategic Initiatives before they are issued to reduce duplications across the school, consider utilizing existing connections to attract the speaker, and to maximize opportunities to engage with the guest.

Post event requirements

All of the following are required to be submitted via Box.com accessed here. Please move all of the following documents into your designated folder within 60 days of the close of the event.

- Survey results from attendees
- Debrief of the conference (one-page description)
- Actual budget
- Final program, agenda, posters, other materials