

## University of Saskatchewan Conference Fund Application Form

SURNAME:	FIRST NAME:	
DEPARTMENT:	COLLEGE:	
OFFICE ADDRESS:	TELEPHONE:	E-MAIL ADDRESS:
<b>CONFERENCE SUMMARY</b>		
CONFERENCE TITLE		
START DATE (DD/MM/YR):	END DATE (DD/MM/YR):	
LOCATION (must be in Saskatchewan):		
<b>TYPE OF CONFERENCE</b>		
PRIMARY FOCUS: <input type="checkbox"/> Research <input type="checkbox"/> Teaching <input type="checkbox"/> Administrative		
PRIMARY AUDIENCE: <input type="checkbox"/> Faculty <input type="checkbox"/> University Students <input type="checkbox"/> Administrative <input type="checkbox"/> Other ( <i>describe</i> ): _____		
SCOPE (Audience is primarily:) <input type="checkbox"/> International <input type="checkbox"/> National <input type="checkbox"/> Provincial <input type="checkbox"/> University-wide		
EVENT PURPOSE: <input type="checkbox"/> Academic Engagement <input type="checkbox"/> Administrative Engagement <input type="checkbox"/> Community Outreach & Engagement <input type="checkbox"/> Promotional		
Please estimate the expected number of conference participants:		
Is this a regularly held conference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Annually <input type="checkbox"/> Biennially <input type="checkbox"/> Other : _____		
If yes, please indicate the sponsoring organization:		
Has this event received funding from the University Conference Fund in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If <b>Yes</b> , please indicate the date of last allocation:		
<b>BRIEF DESCRIPTION OF CONFERENCE</b> (Please indicate the nature, purpose, importance, and relevance to the University of Saskatchewan.) Attach conference brochure or circular if available.		
<b>HARASSMENT POLICY/CODE OF CONDUCT</b>		
As a University sponsored event, the conference and proceedings supporting the conference are subject to all relevant and applicable University policies, regulations and ethical standards of conduct, including those pertaining to the education of students.		

<b>ANTICIPATED REVENUE:</b>		
<b>Amount requested from the <i>University Conference Fund</i>:</b>	<b>(a)</b>	<b>\$</b>
Describe how funds will be used.		
Anticipated Registration Fees	<b>(b)</b>	<b>\$</b>
Confirmed Sources of Financial Support		
<b>Source:</b>	<b><u>Amount Requested</u></b>	<b><u>Amount Confirmed</u></b>
College	\$	\$
		<b>Total (c)</b>
Requested (unconfirmed) Sources of Financial Support		
<b>Source</b>	<b><u>Amount Requested</u></b>	
		<b>Total (d)</b>
<b>TOTAL ANTICIPATED REVENUE: (a + b + c + d)</b>	<b>TOTAL (e)</b>	<b>\$</b>
<b>PROJECTED EXPENSES (Append details for all.)</b>		
Speaker(s) related costs (Honorarium, travel, per diem, accommodation)		
Promotion and dissemination		
Administration		
Equipment Rental		
Space Rental		
Local Transportation		
Refreshments / Catering		
Other (please specify)		
Other (please specify)		
<b>TOTAL ANTICIPATED EXPENSES</b>	<b>(f)</b>	
<b>ANTICIPATED SURPLUS OR DEFICIT: ( e - f = Surplus or Deficit )</b>		<b>\$</b>
<b>Indicate how surplus conference generated funds will be used:</b>		

**CONFIRMED IN-KIND SUPPORT**

<u>Type of Support</u>	<u>Estimated Value</u>	<u>Source</u>

**SIGNATURE OF APPLICANT:**

*If application is sent electronically as an attachment, no signature of applicant is required)*