

SURNAME:		FIRST NAME:	
DEPARTMENT:		COLLEGE:	
OFFICE ADDRESS:		TELEPHONE:	E-MAIL ADDRESS:

CONFERENCE SUMMARY

CONFERENCE TITLE

START DATE (DD/MM/YR):

END DATE (DD/MM/YR):

LOCATION (must be in Saskatchewan):

TYPE OF CONFERENCE

PRIMARY FOCUS: Research Teaching Administrative

PRIMARY AUDIENCE: Faculty University Students Administrative Other (*describe*): _____

SCOPE (Audience is primarily:) International National Provincial University-wide

EVENT PURPOSE: Academic Engagement Administrative Engagement Community Outreach & Engagement Promotional

Please estimate the expected number of conference participants:

Is this a regularly held conference? Yes No Annually Biennially Other : _____

If yes, please indicate the sponsoring organization:

Has this event received funding from the University Conference Fund in the past? Yes No

If **Yes**, please indicate the date of last allocation:

BRIEF DESCRIPTION OF CONFERENCE (Please indicate the nature, purpose, importance, and relevance to the University of Saskatchewan.)
 Attach conference brochure or circular if available.

ANTICIPATED REVENUE:		
Amount requested from the <i>University Conference Fund</i> :	<i>(a)</i>	\$
Describe how funds will be used.		
Anticipated Registration Fees	<i>(b)</i>	\$

Confirmed Sources of Financial Support			
Source:	<u>Amount Requested</u>	<u>Amount Confirmed</u>	
College	\$	\$	
			Total (c)
Requested (unconfirmed) Sources of Financial Support			
Source	<u>Amount Requested</u>		
			Total (d)
TOTAL ANTICIPATED REVENUE: (a + b + c + d)		TOTAL (e)	\$
PROJECTED EXPENSES (Append details for all.)			
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)			
TOTAL ANTICIPATED EXPENSES		(f)	
ANTICIPATED SURPLUS OR DEFICIT: (e - f = Surplus or Deficit)			\$
Indicate how surplus conference generated funds will be used:			
CONFIRMED IN-KIND SUPPORT			
<u>Type of Support</u>	<u>Estimated Value</u>	<u>Source</u>	
SIGNATURE OF APPLICANT:			
<i>If application is sent electronically as an attachment, no signature of applicant is required)</i>			