

Stanford Law School

Office of Student Affairs

APPLICATION TO HOST A CONFERENCE

TO: Conference Committee

FROM: [Name of student organization]
[Name of primary contact person]

DATE: [Date of submission of application]

RE: [Name and date(s) of conference]

AMOUNT SOUGHT: [Enter amount you are seeking from the
Conference Committee, up to \$5,000]

GENERAL PROVISIONS

The Law School's Conference Committee approves conference requests, and allocates a limited annual budget to student groups seeking to hold symposia on law-related topics. The following provisions apply to all applicants for funding from the Committee:

1. All proposals are due the quarter before the conference or symposium is scheduled and must be on the attached application form.
2. Plan your symposium for one day only. If you have organized events to occur on more than one day, please explain this decision in detail.
3. Conferences CANNOT conflict with classes. Therefore, they cannot be held from Monday through Friday at noon. They can only be held on a Friday afternoon and/or Saturday.
4. Due to the limits on the allocation of funds for student symposia, the committee will not accept requests for funding in excess of \$5,000.00. Do not request more than this amount. If requested, you may be granted permission to fundraise from other sources as long as you follow the fundraising guidelines outlined in the *Student Organization Handbook*.
5. Consider joint projects with other Law School student organizations or departments.
6. Work with a faculty advisor who teaches in the area of your event on your topic and your speakers. Make sure that your proposed event does not overlap with another recent or upcoming event at the Law School.
6. Because there are many capable experts in the bay area, and out-of-town speakers are much more expensive to fund, there is a strong presumption in favor of inviting local speakers. Consider speakers from our own faculty.
7. Event coordinators are expected to know and follow all law school and university rules (available online); especially relevant are the detailed procedures for seeking funding for events from sources outside the Law School.
8. Student groups must stay within budget or risk losing funding privileges from the Conference Funding Committee. Staying within budget means following the per-person guidelines as well as staying within the overall amount.
9. Consult with both your event's faculty adviser and Holly Parrish (725-0764), Associate Director of Student Affairs, as you plan your conference and develop your proposed budget.
10. Do not commit your group or the Law School to any project until the committee has funded your proposal, or to any speakers until the faculty advisor and OSA has approved them.

CONFERENCE DETAILS

Please address ***each*** of the following items.

1. Who is your faculty advisor? (We will not approve conferences without a faculty advisor.) Has your faculty advisor reviewed the concept and budget for this conference?
2. What is the topic of your conference? Describe specifically the issues you expect to discuss.
3. Explain the extent to which and the specific ways in which the topic of the symposium currently divides the legal community.
4. Describe the means you expect to use to ensure that your conference will include a broad range of viewpoints and a rigorous debate.
5. Explain the extent to which you anticipate that this event will contribute to legal scholarship or to the development and practice of law and the Stanford Law School community.
6. For each panel you propose, provide a complete description of the specific topic that panel will discuss.
7. For each panel you propose, list the name, title, and organizational affiliation of each panelist you intend to invite, and the viewpoints each will bring to the topic.
8. For any other speaker you intend to invite, list his/her name, title, and organizational affiliation.
9. For each proposed speaker from out of town, explain why his/her participation is necessary.
10. Estimate the numbers and origins of your anticipated audience and the basis for your estimate. Please include the anticipated number of the following groups (to the extent applicable): law students, members of the Stanford community; lawyers; members of the public.
11. Attach a proposed schedule of the day's events.
12. Outline your publicity plans.

APPLICANT INFORMATION

List the student organization's name, office number, and phone number (if any) as well as the name, phone number, and email address for each student coordinator and for the faculty advisor.

Please note that student coordinators assume responsibility for all requirements of the Conference Funding Committee, including financial reporting.

Student Organization

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name of student organization	phone #	e-mail address

Student Coordinators

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name	phone #	e-mail address

Faculty Advisor

signature

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name	phone #	e-mail address

SUMMARY OF PROPOSED CONFERENCE

Event title:

Type of event:

Proposed date(s):

Proposed location(s)/room(s):

Total budget for the conference:

Total amount requested from Conference Committee:

If you are planning conference events for more than one day, please explain why.

Check with your faculty advisor and with other relevant faculty to make sure that no other event(s) on the same or a similar topic will take place on campus during the same academic year. List the sources with whom you checked.

LODGING:

Name of Speaker	Hotel	# Nights	Rate per Night	Total

MISCELLANEOUS TRAVEL EXPENSES (TOLLS, MEALS, ETC.):

Name of Speaker	Type of Expense	Total

Subtotal (Transportation and Lodging): _____

Services and Equipment:

1. Janitorial Services:

Date: Times Needed:

Tasks Needed:

Estimated Cost:

2. A/V Services (microphones, video, audio, etc):

Date: Times Needed:

Equipment Needed:

Estimated Cost:

3. Other Equipment:

Date: Times Needed:

Equipment Needed:

Renting or purchasing:

Estimated Cost:

Subtotal (Service and Equipment): _____

Publicity/Promotion

1. Brochures/Flyers (# copies and price estimate):

2. Postage:

Bulk mailings (third class nonprofit) (200 piece minimum; \$0.155/per piece):

pieces: _____ x \$0.155 = _____

First Class Postage (\$0.37/per piece):

#/pieces: _____ x \$0.37 = _____

3. Photocopying (note purposes):

4. Miscellaneous (please be specific):

***Subtotal (Publicity/Promotion):* _____**

Transportation and Lodging subtotal: _____
Conference Meals subtotal: _____
Service and Equipment subtotal: _____
Publicity/Promotion subtotal: _____

GRAND TOTAL: _____

ADDITIONAL SOURCES OF FUNDING: Please indicate whether the funding is confirmed or not.

Source	Pending or Confirmed	Total

Subtotal (Additional Sources of Funding): _____