

INTENT TO HOLD A LAW SCHOOL CONFERENCE FORM DUE BY: November 15

PLEASE DO NOT COMMIT ANY LAW SCHOOL FUNDS OR EXTEND ANY SPEAKER INVITATIONS PRIOR TO APPROVAL OF THE CONFERENCE FUNDING APPLICATION

Today's Date: _____

Individuals Responsible for coordinating the event: Name: _____ E-mail _____

Name: _____ E-mail: _____

Name of Organization: _____ Faculty Advisor: _____

Title of Conference: _____

Provide a brief description of the activity: _____

Proposed Event Dates: (1) choice _____ (2) choice _____

Have you consulted the SLS calendar and local community calendar for conflicting events?

_____ Yes _____ No

How does this conference promote the mission and purpose of your organization and SLS?

Start Time: _____ End Time: _____

Estimated Attendance: _____ Who is your target audience? _____

Where will your event be held, be specific (which SLS rooms will you need)? _____

Are there other Departments/Organizations Involved? Please list: _____

Will they be sharing costs? _____ Yes _____ No

Do you have a proposed list of guest speakers? If so, please list here: _

(1) _____ (2) _____

(3) _____ (4) _____

Will you be providing travel reimbursement to your guest speakers? _____ Yes _____ No

Will you need hotel accommodations for your guests? _____ Yes _____ No

What meals will you be providing as a part of the conference? _____

Is there alcohol involved with your conference? _____ Yes _____ No