CALIFORNIA INSTITUTE
OF INTEGRAL STUDIES

ACADEMIC EVENT APPLICATION, May 2021

This application is used by an academic program or the Office of Diversity and Inclusion to propose hosting an event virtually or on campus for external audiences, such as a conference or a symposium. Leads submit applications to the Provost, the Faculty Executive Committee (FEC), and the Vice Presidents who evaluate them for mission-fit and financial feasibility. Applications they endorse are then evaluated by the President for final approval. Up to six events (three conferences and three all-day events) are hosted per academic year. For full information, see the *Academic Event Policy.*

APPLICATION CRITERIA

The answers to *all* of the questions below must be yes before an application can be submitted.

❑ Is it at least a year-and-a-half before the event?

❑ Has a Lead been identified?

The Lead is responsible for a) creating and managing the budget; b) creating the activity's agenda; c) inviting speakers and overseeing their accommodations; d) working with Marketing and Communications to promote the activity; e) setting a cancellation deadline and assessing viability based on projected attendees; f) creating a staffing schedule; g) overseeing the execution of the activity; and h) surveying attendees, assessing outcomes, and reporting findings to president, the vice presidents, and FEC which will use this information when evaluating future applications.

❑ Will the event attract 60 -100 attendees outside CIIS from the larger public?

❑ Are there personnel, either in the program or to be contracted, that have extensive event planning, production, and management skills?

❑ Has a preliminary budget been created?

EVENT INFORMATION

1. Name of Lead Submitting Application:

2. Lead Name:

3. Lead Job Title:

4. Lead's Phone:

5. Lead's Email:

6. Date of Submission:

7. Program/Office Hosting Event:

8. Event Title (or Working Title):

9. Proposed Date(s) or Date Span(s):

10. General description of the event:

11. Who is the target market?

12. How many attendees are projected?

13. The event is to be marketed *(circle all that apply)*

> locally   regionally   nationally   internationally

14. What need or problem does the event address? Please cite and/or provide relevant sources and research, as appropriate.

15. How does the event fit the mission of CIIS?

16. What is the benefit to the community at large? To CIIS?

17. What is the goal of the event?

18. What activities within the event support the goal?

19. What are the expected outcomes? What defines whether the event is successful? Describe the methods to evaluate this, and the use of the evaluation's results.

20. Are outside collaborators or partners co-producing the event? What is the status of any signed contracts or MOU's?

21. Who specifically is presenting and producing the event (e.g., which CIIS faculty, staff, and student workers, and external speakers, artists, activists, scholars, practitioners)?

22. How many workload units do faculty receive?

23. How many hours are staff and/or administrative adjuncts required to put into the event?

24. How many hours are student workers expected to put into the event?

25. If on campus, how many rooms, and at what capacities, are needed? Is Namaste Hall needed? If virtual, how many webinars, and with what capacities, are needed?

26. Is A/V support needed?

27. How is the event to be documented? (e.g., videography, publishing papers, podcasts)

28. Describe any potential external sources of funding, including personal or institutional connections, any previous contact, and any application deadlines.

29. CIIS can offer a certain subset of events to attendees at no or low cost. Is this to be such an activity?

30. Is a CIIS web page requested? Yes/No
    If yes, please provide suggested web page name: www.ciis.edu/_____

31. Is access to online registration system requested?
    If yes, would you also use this system to track presentation submissions? Yes/No

REQUIRED ATTACHMENTS

❑ A production timeline, which includes securing presenters, marketing, selling tickets, scheduling staff, reserving rooms, acquiring refreshments, set-up, break-down, assessing, etc.

❑ A budget, which includes:
   a) expenses for presenters, contractors, consultants, temps, marketing materials, travels and lodging, A/V and other equipment, materials and supplies, content licensing, caterers, refreshments (if Namaste Hall is to be used during a weekend and/or weeknight, include $6,000 per day as an expense to defray the loss of income Public Programs will incur)
   b) revenue from ticket prices, grants or donations; and
   c) if there's a shortfall, what amount is to be covered by the Provost's Office.