

Brescia University College Pre-screening of Conference Support Requests

Any Brescia faculty or staff interested in hosting a conference at Brescia are asked to complete this form. Please note the quarterly deadlines for submitting your request: **January 31, April 30, July 31, September 30.**

Please complete the sections below; return to Elizabeth Russell-Minda, Research Officer, for **Academic** conferences, or to Amy Walby, VP Finance and Administration, for **Non-Academic** conferences.

Date of request:

Brescia organizer/contact:

Name and date(s) of conference:

Expected number of attendees:

What is the scope of the conference (intended audience, sponsoring organization, overall themes or topics, other relevant information) and what value would it bring to Brescia?
Max. 150 words.

What Brescia resources would be needed to run the conference successfully? (Costs to be determined when budgeting for your conference.)

- Overnight accommodation
- Meals and/or catering
- Meeting rooms
- A/V or other technology
- Parking
- Staff or student resources (specify estimated time required)
- Other; please specify

Funding plans: Please indicate what funding sources your conference will have (e.g., registration fees, sponsoring organization, external grant support such as SSHRC Connections grant, other sources). *Max. 150 words.*