



## EVENT PROPOSAL FORM

**Organizer(s):** \_\_\_\_\_

**Date of Proposal Submission:** \_\_\_\_\_

**Event Name:**

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**Purpose of Event:**

**Location:** \_\_\_\_\_

**Date & Time:** \_\_\_\_\_

**Suggested Participants:**

**Explain staff support that is needed for this event:**

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**Is AV equipment or tech support needed?:** Yes \_\_\_ No \_\_\_

**Explain AV and tech needs:**

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**Will food or beverages be served?:** Yes \_\_\_ No\_\_\_

**Explain plan for food and beverages:**

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**Will participants be joining ISAW community for morning coffee or afternoon tea?:**

Yes \_\_\_ No \_\_\_

**If yes, please specify date(s), coffee and/or tea, and approximate number of guests:**

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**Will event take place outside of normal business hours (M-F, 9am-5pm)?:**

Yes \_\_\_ No\_\_\_

**Please provide the proposed date(s), start-time, and end-time for the event:**

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**Will guest(s) (max of 2) join ISAW community lunch?:** Yes \_\_\_ No \_\_\_

**Date(s) & name(s) of guest(s) joining ISAW community lunch:**

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**Event is:**

- ISAW community only
- By invitation only
- Academics only
- Open to the general public

**Does event include an honorarium of \$500 or more for at least one participant?:**

Yes \_\_\_ No\_\_\_

**\*\*Please fill out and submit a budget proposal spreadsheet with this event proposal form. Cost approximations can be found below. Before submitting the final version of a proposal for an academic event, please schedule an appointment with the Assistant Director for Academic Affairs to discuss potential dates, budgetary considerations, and logistics. For other events, please consult Iris Fernandez\*\***

**Total amount requested:** \_\_\_\_\_

**Amount approved (if different from amount requested):**\_\_\_\_\_

**Budget Source:** \_\_\_\_\_

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**Approval by Director or Associate Director for Administration**

**\*\*Signature is required any additional funding sources (i.e., research allowance)\*\***

I commit \_\_\_\_\_ from an additional funding source for the abovementioned event.

Funding source: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

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I commit \_\_\_\_\_ from an additional funding source for the abovementioned event.

Funding source: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

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I commit \_\_\_\_\_ from an additional funding source for the abovementioned event.

Funding source: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

**Budget Breakdown Estimates:** (please note that these estimates are based upon reservations made 2+ months in advanced. Prices may be higher or lower depending on the time of year.) These are estimates; if you have special requests or are unsure of costs, please contact the Assistant Director for Academic Affairs.

ISAW generally offers 3 nights hotel for international travelers and 2 nights hotel for domestic travelers. Those traveling by train under 2 hours away can be offered 0-2 nights depending on the schedule of the event.

**Flights:**

Chicago-NYC: \$200-\$400

LA-NYC: \$350-\$600

San Francisco-NYC: \$400-\$700

London-NYC: \$600-\$1600

Paris-NYC: \$600-\$1400

Berlin-NYC: \$700-\$1500

**Train:**

Philadelphia-NYC: \$40-\$80 each way

Boston-NYC: \$50-\$80 each way

New Haven-NYC: \$17-\$22 each way

Washington D.C.-NYC: \$50-80 each way

**Hotels:** (lowest rates are Jan-Mar)

Newton Hotel (95th & Broadway): \$150-\$250/night

Hotel Excelsior (81st & Central Park West): \$250-\$360/night

Hotel Wales (91st & Madison): \$250-\$400/night

Doubletree Metropolitan (51st & Lexington): \$225-\$325/night

Club Quarters (Midtown & Rockefeller Center locations): \$200-\$300/night

--If you know a participant will be coming from a location other than that of their home institution, please let us know. ISAW cannot pay for side travel for guests. Guests who wish to arrange

additional academic arrangements must do so themselves. (For instance, a scholar traveling from Boston to New York who makes an extra stop at UPenn cannot be reimbursed for that additional leg.)

--Except in extenuating circumstances, ISAW should book all flights directly. If an event is cancelled or rescheduled, ISAW will cancel the flight and attempt to obtain a voucher for the participant to use for a later trip to ISAW (if possible).

### **Meals:**

Please note: We do not generally reimburse for meal expenses. If you wish to do so however, please include amounts to cover either a per diem or general food expenses (receipt reimbursement). If you do not request meal coverage, we will not reimburse for meals. We cannot pay for spouses.

#### *Options:*

- NYC Per diem: \$50 per day  
or
- Reimbursement of meal receipts (no specific limit set)  
or
- No meal coverage (beyond what ISAW provides to participants on day of event)

### **Taxis/Public Transportation:**

JFK-Manhattan: \$70 by taxi; \$18 for AirTrain, LIRR, & subway; \$8 for subway & AirTrain – each way

LGA-Manhattan: \$40-\$50 each way by taxi

EWB-Manhattan: \$80-\$90 each way by taxi; \$16 for NJ Transit & subway – each way

Hotel-ISAW: \$12-\$15 (for uptown hotels)

Penn Station-Hotel: \$22-\$25 (for uptown hotels)

### **Food:**

*Reception with wine for 40-50 people:* \$400-500 (i.e. VRS lecture receptions); \$600+ for formal catering

*Dinner:* Dependent upon restaurant, generally estimate at least \$60pp (including tax & tip), a catered dinner at ISAW for 20ppl would start at about \$1700.

*Breakfast:* Assorted bagels, pastries, muffins, etc. \$4.50pp

*Coffee Only:* at breakfast or lunch \$3pp

*Coffee/Tea breaks:* Coffee, tea, and refreshments \$5pp (per coffee or tea break)

*Lunch:* Cold Lunch, sandwiches and salads, \$15pp; Hot Lunch, protein, side dish, salad, \$25pp

*Bottled Water:* case of 12 individual bottles \$8-\$10

**Printing:**

*Programs:* required at public conferences/workshops \$0.25 per program

*Posters:* 11x17, color, \$2 per poster (including shipping); minimum order of 50 may apply

*Customized notepad:* \$2 per notepad; minimum order of 50 may apply

*Nametags:* required at public conferences/workshops \$0.50 per nametag

**Miscellaneous:**

Honoraria, flowers, event staffing, recording or additional rental equipment, etc.; Pricing varies; Please see the Academic Affairs office if you are unsure about costs.