

**CONFERENCE REQUEST FORM**

Office/School/Department: \_\_\_\_\_

Date Requested: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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**EVENT INFORMATION**

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Event Name: \_\_\_\_\_

Date(s): \_\_\_\_\_

Annual Event: Yes  No

Target Audience: \_\_\_\_\_

Available Budget: \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Promotion: Local   
Regional   
National

Projected Attendance: \_\_\_\_\_

Event Summary:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Speakers:

*Plenary Sessions*  
\_\_\_\_\_  
\_\_\_\_\_

*Breakout Sessions*  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVAL**

Academic Administration \_\_\_\_\_ Date: \_\_\_\_\_

Institutional Administration \_\_\_\_\_ Date: \_\_\_\_\_

Event Productions \_\_\_\_\_ Date: \_\_\_\_\_