



Global Integration Fund Proposal Cover Sheet

1. Please indicate the proposed event type (check one):

Single-Speaker Event

Speaker Series

Symposium

Other Event Type (please specify): _____

2. Proposed Event Title and Theme: _____

3. Proposed Location(s) and Date(s): _____

4. Proposer Contact Information:

Name: _____ Title: _____

Department: _____

Email: _____ Phone: _____

5. List all prospective speakers, presenters, etc. associated with your event (please also attach a summary of their credentials, preferably a CV):

Name: _____ Name: _____ Name: _____

Role: _____ Role: _____ Role: _____

E-mail: _____ Email: _____ Email: _____

6. Additional Funding Resources: (co-sponsorships, grants, potential partnerships, etc)

7. Space and Tech Needs: (please also include length of time needed and types of space (i.e. lecture hall, break out rooms, screening rooms, banquet hall, conference/roundtable room)

Overview

1. Please briefly describe the mission of your proposed event and how it contributes to the School and University community.

2. Briefly describe the target audience (Also include the number and relevant demographic).

Signatures

Proposer 1 Signature _____ Date: _____

Proposer 2 Signature _____ Date: _____

I have reviewed the application and support the proposal.

Department Chair 1 Signature	Print Name	Date
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I have reviewed the application and support the proposal.

Department Chair 2 Signature	Print Name	Date
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Proposal Request Checklist:

- Cover sheet.
- Narrative proposal that discusses the proposed theme and its contribution to the School and University, its appeal to an interdisciplinary audience, and how the proposed events promote a global perspective on the theme.
- Itemized budget (see sample included).

Please send all above items to:

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New York, NY 10003
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