

**Example Application for Boston University
Graduate Student Organization Co-Sponsored Event**

Applicant(s) Information	
Name(s):	Date: Event dates are March 30-31
Email(s):	
Phone number(s):	
Department(s): Anthropology, History, and Political Science (additional members of the organizing committee (2) are students at Boston University School of Public Health)	
Organization(s; and website, if applicable): (graduate students of) African Studies Center http://www.bu.edu/africa/forstudents/graduate/annual-graduate-conference/	
Previous event(s) hosted (list most-recent and/or most-similar to proposed event, # attendees, feedback, budget, etc):	
<p>The Graduate Research Conference in African Studies at Boston University has been held annually for 19 years. During this time it has been organized, executed, and attended by students. The conference is traditionally organized by second-year graduate students affiliated with the African Studies Center.</p> <p>Last year's event had 30 registered presenters who participated in eight panels held over 1.5 days. North Africa expert Greg White (Smith College) delivered the conference keynote, which was attended by 49 persons.</p> <p>Participant feedback was solicited through Survey Monkey and was generally favorable. Participants were particularly pleased with pre-conference communication, the organization of the panels, and the available time to network with other participants.</p> <p>The GSO generously co-sponsored last year's conference with \$535. These funds covered the keynote honorarium (\$250) with the remaining \$285 providing partial support for the cost of the keynote dinner (which was \$800 for 40 people.)</p> <p>The total budget for <i>last year's</i> conference was \$2110. 39% was supported by the African Studies Center provided (\$825) 36% was supported by the registration fee (\$25) paid by 30 participants (\$750) 25% was supported by GSO Co-Sponsorship (\$535)</p>	

Proposed Event

Please briefly describe the event:

The African Studies Graduate Research Conference in African Studies is a 1.5 day interdisciplinary research forum. Graduate students at all levels and from a variety of disciplines share original research relevant to the African continent. The conference provides a setting in which students can exchange ideas, share research, and expand collegial networks.

The conference features a keynote address and discussion from a noted expert in African Studies. We are currently awaiting confirmation of the Keynote speaker. To keep the conference low, we seek keynote speakers from within easy reach of Boston.

Graduate students participate as presenters, discussants, and audience questioners in 6-8 thematically organized panels. Participants will present course research, dissertation proposals, thesis chapters, methodological models, and other works in progress. Special consideration is given to papers with multi-disciplinary application and/or cross-regional appeal.

Proposed location of event:

Friday panels and Keynote: Conference Room, 9th Floor, Photonics Center
 Saturday panels: African Studies Center, 232 Bay State Rd, 5th floor

Estimated date(s) of event:

March 30th - 31, 2012

Estimated duration of event:

Friday: ~ 2:00pm to 7:30pm
 Saturday ~ 9:00am to 4:00pm

Estimated number of graduate students who would attend this event (without GSO sponsorship): ~ 25 panelists and 20-30 additional attendees

Itemized total cost of event (include vendors, without GSO sponsorship):

Item	Debits	Credits
Keynote Venue	+\$75 B&G fees	
Keynote Speaker	+\$250 honorarium	
Keynote Dinner (Friday Night)	+\$800 (\$16 x 50 persons)	
Breakfast (Saturday Morning)	+\$300 (\$7.50 x 40 persons)	
Lunch (Saturday Afternoon)	+\$370 (9.25 x 40 persons)	

Miscellaneous Refreshments (e.g., water for breaks, etc.)	+\$100	
Conference bags, pens & pads, name badges, etc.	+\$175	
Printing (posters, programs, nametags, etc.)	+\$130	
Total Budget Required	\$2200	
<i>\$25/panelist registration fee</i>		\$625 (\$25 x 25 registrants)
Total Necessary Support	\$1575	

List any co-sponsors of this event (include respective contributions):

\$625 Participant registration fees (**28%**)

\$525 African Studies Center (**24%**)
(last spring's federal budget cuts had a significant impact on the African Studies Center's operational funding and, by extension, their ability to support the conference)

\$500 Request to Graduate Student Organization (**23%**)

\$550 Remaining Shortfall (**25%**)

- *Pending request* for **\$100** support to the History, Anthropology, and Political Science departments (+/- **5% each**)
- *Pending request* for **\$250** to the Pardee Center (+/- **10%**)

How much are you requesting from GSO and what expense would this cover?

We are requesting support from the GSO for the amount of **\$500.00** from the GSO.

The full amount of these funds will go toward the cost of the buffet dinner for 50 attendees following the conference keynote. **The total cost of this meal is \$800.00** (\$16 x 50).

The requested GSO support would cover **63% of the cost of the meal**, the remainder of which will be met by participant registration fees.

Provide a few statements demonstrating a need for this event and GSO co-sponsorship, justifying cost (i.e. would this event happen without GSO sponsorship, how is this event beneficial to graduate students at BU, etc):

The 2012 Graduate Research Conference in African Studies **marks its 20th year** as a conference held by graduate students for graduate students. The conference is attended by students from across BU and around the country. It provides students with an opportunity to present their research, receive valuable feedback, and network with their peers, and contributes to the reputation of Boston University and the African Studies Center as focal sites for thought and research in the field of African Studies.

The Graduate Research Conference in African Studies is an ideal event to be co-sponsored by the GSO. It is not only a conference intended to be interdisciplinary, its **interdisciplinary** nature is reflected in an organizing committee in which three university departments are represented (Anthropology History, and Political Science) as well as students from the School of Public Health.

Last year's conference featured **presenters from five BU departments** (Anthropology, History, International Relations, Political Science, and Religion) and also included panelists presenting in the area of art history, linguistics, and musicology. We feel this broad disciplinary involvement makes this meeting particularly deserving of GSO support.

The African Studies Center (ASC) is unable to provide full funding for this conference. For this reason, presenters are responsible for a \$25 registration fee to offset a portion of the costs. Last year (\$535)– and in years past – the GSO has also underwritten the event with generous support.

As the total budget (\$2200) indicates, this is a **functional rather than fancy** conference. Prudent use of funds will enable the organizers to provide a conference experience in line with expectations and the reputation of BU's ASC.

Federal budget cuts last spring limited the ASC's budgetary support for the 20th annual conference and set aside plans for a larger conference celebrating this milestone. This shortfall has also heightened the importance of GSO co-sponsorship to support our usual annual event.

We are committed to the conference and will attempt to put it on even without GSO support. In the event that we did not receive the requested GSO support, we would likely cancel the keynote dinner and replace it with self-sourced cheese/crackers/drinks.