

The Emory Conference Center Hotel Subvention Fund

Call for Proposals

Overview

The Office of the Provost and the Center for Faculty Development and Excellence announce a call for proposals for the 2017-18 Emory Conference Center Hotel Subvention Fund. This call for proposals is to support meetings occurring during the 2018 calendar year and beyond. This fund promotes the visibility of academic conferences organized by Emory faculty and enables groups to take advantage of the state-of-the-art meeting facilities adjacent to our campus by offsetting the costs of hosting high-profile, intellectually significant events at the Emory Conference Center. Proposals for the fund may be submitted throughout the year and will be given full consideration (even if the meeting is scheduled to occur beyond the 2018 calendar year), contingent on availability of funds. Maximum award amount: \$30,000. Typical awards range between \$5000 and \$20,000.

Before submitting proposals, faculty must

1. Make their reservations at the Conference Center before applying for this grant. The Emory Conference Center Hotel will hold space reservations for three business days. See below for more information.
2. Contact Tom Jenkins, Senior Director of Academic and Strategic Initiatives, Office of the Provost, at thomas.jenkins@emory.edu, to consider how to maximize conference plans, including logistics, potential partnerships, publicity, media, and outcomes.
3. Complete all sections of the proposal form (this document).

Submit proposals and supporting documents by email to Allison Adams, associate director, CFDE, aadam02@emory.edu.

Eligibility

Eligible applicants include all full-time Emory faculty. This includes tenure-track and tenured faculty, as well as non-tenure-track faculty with long-term appointments. (Excluded from eligibility are adjunct or visiting faculty members, as well as faculty members whose contracts will not be renewed for the following year and faculty members who plan to resign their appointments at the end of the current year.)

- No faculty member or event may receive subvention funds more than once in a three-year period. Unsuccessful applicants may reapply without prejudice.
- Funds may not be used to offset accommodation costs for non-presenting or non-speaking conference attendees.

Developing a Proposal

Faculty are welcome to schedule a consultation with the CFDE in advance of developing a fund proposal. For more information, please contact Allison Adams, aadam02@emory.edu.

Because the fund is geared primarily to offset the costs of hosting conferences at the Emory Conference Center, conference organizers must contact **Denise Thomas**, senior sales manager, to secure information in writing about facility availability dates, room rates, meeting rooms, catering, etc. This information is essential for completing the both the proposal cover sheet and the required budget worksheet. Contact: Denise Thomas at DThomas@ecch.emory.edu 404-712-6011. You must secure your availability confirmation in writing immediately before submitting your proposal to the fund, since the Conference Center will hold space reservations for only three business days.

As you develop your conference and proposal, make sure to include a plan for evaluating the success and impact of the event.

Before you submit your proposal, double check your estimate and budget figures. If there are discrepancies, your award will be based on the lower amount. Also be sure to include sales taxes in the conference center costs.

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Open this document in Adobe Reader (not Mac Preview): <http://get2.adobe.com/reader/>

Proposal Checklist

- A completed proposal form (this document)
- A cost estimate worksheet for rooms and facilities provided by the Emory Conference Center Hotel. (Please note that overnight guests, excluding invited speakers, will be responsible for their individual guest rooms.)
- Any supporting materials, such as a tentative schedule of events or preliminary program, noting invited speakers, their qualifications, and home institutions.
- Written notice from Tom Jenkins confirming that he has been consulted on the proposal.

Submit proposal cover sheet (this document) and all attachments by email to Allison Adams, associate director, CFDE (aadam02@emory.edu).

Criteria for Evaluation of ECCH Subvention Fund Proposals

- What is the scholarly impact of the conference? Please note in detail any anticipated scholarly outcomes, such as publications, grant proposals, etc.
- What is the scholarly impact on the Emory intellectual community?
- What number of Emory faculty will be involved in the conference (for example, planners, speakers, anticipated attendance)?
- Which disciplines are represented in the proposal?
- How much national or international visibility will the conference bring to Emory?
- To what extent will Emory students be participating?
- How much outside funding have you already secured from sources other than the Emory Conference Center Hotel Subvention Fund?
- Is this event a collaborative effort among Emory faculty members? Do the collaborators represent different schools and disciplines?
- How will the event's success be evaluated and assessed?

Additional Particulars

- Conference organizers are encouraged, but not required, to charge registration fees. Fees should be two-tiered, with a lower student rate offered to encourage graduate student attendance.
- Subvention Fund award recipients/conference organizers are required to include three questions from the Fund in its post-conference evaluation surveys and to report the results back to the Fund.
- Award recipients/conference organizers are also required to complete a ten-question survey reporting back to the Fund on the event within a month after the event concludes. A SurveyMonkey link will be provided.

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Part I: General Information

Conference Title

Co-sponsors (if any)

Conference Dates

Estimated Number of Attendees

Faculty Member of Record

Name

Email

Title

Phone

Alternate Contact

Name

Email

Title

Phone

Emory Conference Center Hotel (ECCH) Expenses

Total Estimated Expenses from ECCH

Non-ECCH Expenses in Event Budget

Speakers

Honoraria

Travel

Publicity

Website

Printing

Student Assistants

Office Supplies

Other

Describe "Other" Expenses

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Part II: Supporting Documents

Attach documents to the submission email: Allison Adams, assoc. director, CFDE (aadam02@emory.edu)

Required

Completed fund proposal cover sheet (this form)

Emory Conference Center Hotel bid sheet/tentative reservation form

Email confirmation from Tom Jenkins (attach as pdf or forward email chain to aadam02@emory.edu).

Optional

Conference Schedule

List of Speakers

Other (specify) _____

Part III: Fund Proposal Criteria

Faculty reviewers will base awards on the following:

What is the scholarly impact of the conference? Please note in detail any anticipated scholarly outcomes, such as publications, grant proposals, etc.

What is the scholarly impact on the Emory intellectual community?

What number of Emory faculty will be involved in the conference (for example, planners, speakers, anticipated attendance)?

Which disciplines are represented in the proposal?

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How much national or international visibility will the conference bring to Emory?

To what extent will Emory students be participating?

How much outside funding have you already secured from sources other than the Emory Conference Center Subvention Fund?

Is this event a collaborative effort among Emory faculty members? Do the collaborators represent different schools and disciplines?

How will the event's success be evaluated and assessed?

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