

University of Wisconsin Law School

Planning an Academic Event with the Research Centers Event Questionnaire

General note: We are happy to help you plan your academic event, whether it is an individual speaker or a conference. Please try to give us as much advance notice as possible, particularly for conferences. Typically, we start planning one year in advance for conferences. For speakers and smaller events at least a month or two advance notice is appreciated. Remember, our calendar tends to fill up fast.

If you are planning a big conference, you might want to consult us for weekends that Madison hotels offer the university rate before finalizing the date/s for your event. We can also prepare a budget for you.

For individual speakers, please answer only the relevant questions.

Basic Event Information

Event name:

Event date:

Event description:

Main contact(s):

Sponsoring department:

Co-sponsoring department(s) (if any):

Event location:

Law School (list room number below)

Pyle Center

Other Campus Location (list location below)

Off Campus (please give location below and provide an explanation as to why the event is taking place off campus)

Event type:

Individual Speaker

Panel

Workshop

Conference

Will this be an annual event?

Yes

No

Is this a student-sponsored event?

Yes

No

Event schedule (rough outline) if available:

Speaker Information

List of speakers (including contact information):

Do we need to book flights for speakers?

Yes

No

If yes, who is paying for the flights?

Do we need to reserve a hotel room block?

Yes

No

If yes, who is paying for the room block and how many rooms are needed?

Catering Information

Catering needed (which meals, and for how many people):

Do we need to schedule a dinner?

Yes

No

If yes, will you be serving wine?

Yes

No

Funding Information

What is the budget for this event?

What is/are the source(s) of funding?

Are we required to fundraise?

Yes

No

Other Information

Do we need to set up a website?

Yes

No

Are we collecting and posting papers? Do you need a password protected page to post papers?

Collecting papers?

Yes

No

Password protected site?

Yes

No

If yes, please provide deadlines for the titles/abstracts and the papers:

Do you have any special tech needs?

Yes

No

If yes, please specify

Is this event open to the public?

Yes

No

Please note that if we receive funding from the University Lectures Committee, we are required to open the event to the public.

Do you want us to set up an online registration form?

Yes

No

Would you like us to apply for CLE credit?

Yes

No

Do you want this event to be photographed?

Yes

No

Do you want us to create posters and other publicity materials?

Yes

No

Questions? Please contact Sumudu Atapattu (sumudu.atapattu@wisc.edu), or Sarah Ferran (sferran@wisc.edu).