

Conferences and events sponsored by graduate students:

-- All students in the Ph.D. program may sponsor conferences and events.

--For the \$ 2,000.00 events, the students must have the sponsorship of a department professor who will direct them in the necessary steps for the event and will be their representative in faculty meetings. For the \$ 500.00 grant there is no need to have a department professor as a mentor for the event.

--Before presenting the proposal and requesting funding student/s need to speak to Silvana Bishop regarding dates available on the department calendar, availability of conference rooms and the costs of transfers, hotels, lunches, dinners, publicity, rental equipment (microphones, recording equipment, etc.).

--The Department will make available on a competitive basis up to two grants per semester of roughly \$ 2,000.00 each for graduate student organized events. Students are encouraged to work collectively to organize events of broad interest.

--If fewer than two grants are awarded in either round, the call for events may be reopened at the discretion of the Chair and DGS.

--Applications for the grants must be made by **May 1st for the fall semester** and **November 30th for the spring semester**.

--Small grants of up to \$ 500.00 for unforeseen opportunities will be considered on a case-by-case basis. Request small grants at least **two weeks in advance** by emailing the Chair, DGS, Graduate Administrator, and Department Manager.

--The student/s may also request funding from the Graduate School and other departments as co-sponsors with SPO.

--The student/s should then contact Karen Gonzalez, Manager, to make the appropriate reservations for the event on the department's calendar.

--The Graduate Administrator will contact the guest/s for hotel reservations, airline tickets, transfers, and honoraria.

--Publicity for the event will be designed by the sponsoring student/s. The department will distribute the publicity only by e-mail to SPO and the Princeton community. If it is possible, students should use University Print and Mail Services or the Student Design Agency for the posters.

--The students are responsible for distributing the publicity of the event outside of Princeton University.