HOSTING A STUDENT CONFERENCE

The Essentials

1. Planning Committee:
   - Conference Name:
   - Date:
   - Location:
   - Time:

2. Conference Agenda:
   - Pre-Conference Workshops:
   - Conference Sessions:
   - Post-Conference Activities:

3. Conference Objectives:
   - General Objectives:
   - Specific Objectives:

4. Conference Funding:
   - Proposed Budget:
   - Estimated Costs:
   - Funding Sources:

5. Conference Evaluations:
   - Pre-Conference Evaluation:
   - Conference Evaluation:
   - Post-Conference Evaluation:

6. Conference Continuity:
   - Planning Timeline:
   - Emergency Plan:
   - Equipment Maintenance:

FUNDING

WHO

Academic:
- University Committees
- Administration
- Student Organizations

External:
- Government Agencies
- Local Businesses
- National Organizations

WHAT

- Tuition
- Conference Registration
- Travel expenses
- Venue costs

WHERE

- University Financial Aid
- External Grant Opportunities

WHEN

- Pre-Conference Planning
- Conference Execution
- Post-Conference Evaluation

WHY

- Increase Awareness
- Build Community
- Develop Skills

SECRETING FUNDS

- Conference Planning Checklist
- Financial Statements
- Budget Analysis

DEPOSITING FUNDS

- Bank Statements
- Check Deposits
- Electronic Transfers

Conference Planning Checklist:

1. Identify the conference goals and objectives.
2. Develop a realistic budget.
3. Secure adequate funding.
4. Arrange for accommodations, meals, and transportation.
5. Choose an appropriate venue.
6. Create a detailed agenda.
7. Schedule speakers and panelists.
8. Plan publicity and promotion.
9. Organize registration.

Resources/Guidelines for Funding:

- Penn Grant Writing:
- Grants.gov
- Foundation Center
- National Science Foundation
- American Association of University Professors

Learn more at:

- Penn Conference Planning
- Conference Planning:
- Conference Planning:
- Conference Planning:

For more information, contact:

- Conference Planning:
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