

Proposal for Hosting DAW XX

Location: *Location name*

Dates: *Proposed dates*

Chairs: *Names*

Introduction

- *Summarize the essentials and spirit of your proposal*

Description

A. Schedule

- *Submit a complete timeline of the event including main funding dates, submission dates, registration, concert and paper program*

B. Available facilities

- *Name and description of venues for lectures, concerts, and installations*
- *Refer to hotel and housing facilities*
- *Include a geographical overview*

X. Avenues for funding to support the event

- *How funds will be secured to help hosting the event?*
- *Include a list of sponsors, granting agencies etc.*

Δ. Quality of the team that will organize DAW XX

- *What qualifies the team to organize the event?*

E. Motivation for hosting DAW XX

- *What is your motivation for hosting DAW?*

Φ. Unique events

- *What is unique to your DAW hosting?*

Γ. Proposed guest speakers

- *List envisaged guest speakers*

H. Possible Dates

- *Would you be interested in other years if your proposal is not accepted for the dates you proposed?*
- *If yes, which years would you be willing to host?*

I. Chairs and Staff

- *Names and short bios*

∅. Budget Estimates

- *Attach complete estimate of budget*
- *See example categories below*
- *Best to use a spread sheet for this*
- *Please ask for assistance if you are not sure*

DAW Conference Budget <i>(example categories)</i>		
		Totals
EXPENSES		
Conference		
Publication of Papers / Proceedings		
Facilities Charges		
Equipment Rental		
Catering		
Honoraria		
Key note speakers		
Performance fees		
Travel		
Hotel / Housing		
	Total Conference	
Publicity / Outreach		
Poster		
Display Ads		
Program		
Brochure		
Conference Bags		
Mailing Postage		
Mailing House Fees		
Telephone / Communication		
Supplies		
	Total Publicity / Outreach	
Staff		
Fundraising		
Conference Organization		
Support Staff		
Graphic Design		
	Total Staff	
	Incidentals / Contingency	
	TOTAL EXPENSES	
INCOME		
Registration		
Regular Registration, early		
Regular Registration, late		
Student Registration, early		
Student Registration, late		
Industry Participation / Stands		

Concert Sales		
Corporate Sponsorship		
Grants		
	TOTAL INCOME	
	BALANCE (income - expenses)	0