



CONFERENCES AND WORKSHOPS APPLICATION GUIDELINES

Submission deadlines: November 12, 2008 and March 13, 2009

Overview: The Baldy Center expects to sponsor several conferences and workshops each year on different aspects of law and legal institutions and/or law and social policy. These may range in size from small-scale events, narrowly focused, with intensive discussion (**workshops**) to larger events with more participants and guest presentations (**conferences**). The Baldy Center does not serve as a general funding source for conferences or public events on campus, but will occasionally contribute to such events through co-sponsorship.

Purpose: The purpose of Baldy Center sponsorship of conferences and workshops is to promote the interdisciplinary study of law within the University at Buffalo community. These events should contribute significantly to faculty research, provide faculty members and graduate students with an opportunity to discuss their work with scholars from outside UB, and help to identify new areas of potential interest and new networks of scholarly activity. They should bring to Buffalo outstanding scholars from around the world who are doing important, innovative, and creative work, and thus enhance the visibility of the Center and the quality of UB scholarship.

Criteria for eligibility: Applicants must be non-adjunct members of the University at Buffalo faculty.

Criteria for support: Decisions to support particular conferences and workshops are made by the Baldy Advisory Committee. Higher priority will be given to proposals:

- in which participants are expected to circulate drafts of manuscripts before the session;
- that are likely to produce publications or to lead to further collaborative research (such as a grant proposal);
- that effectively combine private working sessions with public events or other activities that permit UB faculty participation;
- whose participants come from diverse disciplines: lower priority will be given to those dominated by participants from a single discipline;
- that, where appropriate, involve participants who are themselves diverse in terms of gender, race, ethnicity, nationality, and other factors likely to produce a broader and more multi-faceted discussion.

Funding period: July 1, 2009 - June 30, 2010.

Submission: There will be two deadlines for submission of applications: November 12, 2008 and March 13, 2009 at 4:00 PM. The November deadline is for large fall conferences. Faculty organizers should contact Baldy Center Deputy Director, Laura Mangan (Lmangan@buffalo.edu) with any questions. Final proposals should be e-mailed to Baldy Center Administrative Assistant, Anita Mazurek at amazurek@buffalo.edu.

Planning, logistics, and expenses: The planning, logistics and expenditures incurred for these Baldy Center conferences and workshops is facilitated by the Baldy Center staff working with the faculty organizer(s). Laura Mangan will oversee event planning and advertising, and Anita Mazurek will correspond with participants, organize event logistics, and handle payment of event expenditures. For cosponsored conferences, usually the Baldy Center will contribute funds and provide advice but not staff time.

Reporting: Organizers should provide a brief written report summarizing the outcome of the event.

CONFERENCES AND WORKSHOPS APPLICATION FORM

(This cover sheet should be completed for each proposed event)

Name of Event:

Faculty organizer(s) (with position, department, e-mail address & phone number):

Proposed Date of Event (with alternate dates):

Other UB faculty participants:

Description: Please attach a typed narrative (max. 3 pages) with the following information:

- Description of proposed conference or workshop;
- Purpose, significance, and relevance to interdisciplinary study of law or law and social policy;
- Proposed format of conference or workshop;
- Names of participants proposed, including backgrounds and intended contribution;
- Anticipated work product, including description and timetable;
- Plans for involvement of UB faculty.

Projected non-Baldy Support for the coming year and/or plans to seek outside funding: (e.g., from external grants such as NSF, NIH, Ford or from internal UB sources, such as departments or Graduate Groups):

Projected budget for July 1- June 30:

\$ Requested

(No honoraria allowed from Baldy sources)

1. Travel (for non-local participants)

Itemize costs:

2. Accommodation

_____ nights x _____ persons x \$_____/night

3. Meals (include breakfasts, breaks, lunches, dinners, and receptions)

4. Miscellaneous (includes transcription, postage, printing, conference materials)

Itemize costs:

5. Student Research Assistants

_____ hours x \$8.00/hour (graduate students)

Justification:

TOTAL REQUESTED FROM BALDY \$

Please indicate if you have secured or applied for any other funding for this event (give sources and amounts).

Budgeting Guidelines for FY 2009-2010:

A. Catering

| | |
|--|------------|
| Breakfast (coffee, tea, juice, muffins, etc.) | \$7.50 pp |
| Break, midmorning or mid afternoon (coffee, tea, cookies, fruit, etc.) | \$5.00 pp |
| Lunch (deli sandwiches, salad x 2, drinks, desserts) | \$9.00 pp |
| Reception (good cold finger food: crudités, Bruschetta board, mini wraps, etc.) | \$8.50 pp |
| Formal dinner, incl. beer and wine, at restaurant or catered sit down dinner at home | \$50.00 pp |
| Informal dinner, incl. beer and wine, such as home-based Indian or Thai meal delivered; buffet catered pasta home-based dinner, etc. | \$25.00 pp |

B. Accommodation

| | |
|---|------------|
| Homewood Suites (includes cont. breakfast), Hotel Indigo, and Marriott | \$92.00 pp |
|---|------------|

C. Travel

| | |
|--|-----------------|
| Air travel: use Expedia.com or Travelocity.com for sample air fares | |
| Road travel: | \$0.55 per mile |
| Local travel: rental of 12-seater bus | \$90.00 per day |

D. Student Research Assistants

| | |
|-------------------|-----------------|
| Graduate students | \$8.00 per hour |
|-------------------|-----------------|