

# School of Environmental Sciences framework for sponsorship of research conferences, symposia, workshops, or other events

## Background

The School of Environmental Sciences (SES) will, in some situations, support faculty and students who may be involved in the development and running of conferences, workshops, symposia, student events, etc. Requests for support related to such events should be directed to the Director of the School of Environmental Sciences.

## Requested Information

When assessing a request for sponsorship, the following information will be considered:

- 1) Rationale for support. Why the SES or the U of G is the most appropriate location and/or an important sponsor for the event. If the event is not being held in the SES or at the U of G, please provide a rationale that connects the sponsorship to research or teaching that is relevant to the SES or U of G. For example, what is the impact of the event on SES research/teaching profile and/or relevance to the U of G community? The event should have a clear benefit to the faculty and/or students of the SES or U of G.
- 2) Have explicitly, prominent, posted policies for diversity/inclusivity and respectful participation/anti-harassment that ensure diversity in speakers & attendees, promote a safe, participatory environment for all participants. These must be consistent with university policies.
- 3) Justification for the need for the funds including a detailed budget that shows how SES funds will be used. The budget should also include anticipated sources of revenue, if applicable, that would flow back to the SES. Specific requests for SES-related merchandise (e.g., lanyards) to be used at the event may be considered and would constitute some, or all, of the financial contribution given.
- 4) For most events, sponsorships are typically allocated to cover general expenses as determined by the planning committee. If sponsorship is sought for specific budgeted items (e.g., travel and accommodation costs and honoraria for keynote speakers and/or student participants; poster presentation sessions; plenary sessions; awards for student/post-doc speakers), please provide details about the nature of such requests.
- 5) Overview of event location, especially if it involves SES facilities (including which SES spaces will be involved) or takes place at the U of G campuses/facilities.
- 6) Extent to which SES faculty/students are involved.
- 7) Any event for which the SES contributes funding will include display of the SES logo on promotional materials. If available, the SES would appreciate receiving photos of the event for potential use on its website or in promotional materials. The SES would seek permission to do so.