

## G-I Conference and Event Proposal Form

Prepared by: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Basic Information

Title: \_\_\_\_\_

Type of Event (circle one):    Congress  
  Specialty Conference  
  ASCE Convention Sessions  
  Conference Sessions (non-GI or non-ASCE conference)  
  Workshop  
  Short Course

Objective: \_\_\_\_\_

What is the Value to the G-I? \_\_\_\_\_

Location and Venue: \_\_\_\_\_

Why was this Location selected? \_\_\_\_\_

Dates: \_\_\_\_\_

Why were these Dates selected? \_\_\_\_\_

## Technical Program

Number and Types of Sessions: \_\_\_\_\_

Number of Speakers: \_\_\_\_\_

Number of Technical Tours: \_\_\_\_\_

Will there be Published Proceedings?    Yes    No

Number of Papers: \_\_\_\_\_

Number of Proceedings and Pages: \_\_\_\_\_

Proposed Publisher: \_\_\_\_\_

How was the Publisher selected? \_\_\_\_\_

## Attendance

Estimated Attendance: \_\_\_\_\_

Breakdown of Estimated Attendance:

Full Registrations: \_\_\_\_\_ Justification: \_\_\_\_\_

Daily Registrations: \_\_\_\_\_ Justification: \_\_\_\_\_

Student Registrations: \_\_\_\_\_ Justification: \_\_\_\_\_

Complimentary Registrations: \_\_\_\_\_ Justification: \_\_\_\_\_

## Exhibits

Number and Type of Exhibits: \_\_\_\_\_

Location of Exhibits in Venue: \_\_\_\_\_

Estimated Number of Exhibitors: \_\_\_\_\_



**Management**

What Organization will Manage the Event? \_\_\_\_\_

Why was this Organization Selected? \_\_\_\_\_

**Co-Sponsorship**

List Co-Organizers with Responsibilities for Each:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List Cooperating Organizations with Responsibilities for Each:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Schedule**

Please complete the attached Schedule Worksheet (Appendix B).

Please indicate when the following milestones will be completed:

<b>Milestone</b>	<b>Time (months before Event)</b>
Develop congress/conference concept and prepare proposal	
Finalize management and co-sponsorship agreements	
Organize committee and assign tasks/roles	
Settle on location, sign facilities contract	
Begin marketing	
Publish preliminary technical program	
Publish final technical program	
Submit material to publisher	
Do it	0
Prepare and submit final report	

## Budget

Please complete the attached Budget Worksheet (Appendix C).

Estimated Full Registration Cost: \_\_\_\_\_

Estimated Total Surplus: \_\_\_\_\_

Estimated G-I Cost: \_\_\_\_\_

Estimated G-I Revenue: \_\_\_\_\_

Estimated Costs for Co-Organizers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Revenues for Co-Organizers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Average Cost for Out-of-Town Registrants:

Travel: \_\_\_\_\_

Lodging: \_\_\_\_\_