Policies & Guidelines for Student Sponsored Conferences and Symposia
https://www.law.umich.edu/journalsandorgs/Pages/symposia.aspx

Student sponsored conferences and symposia are an important part of the intellectual life of the Law School. We encourage student organizations and publications to sponsor academic conferences and symposia and often provide financial support.

The Dean may subsidize a student symposium through additional funding to the organization or publication pursuant to the following procedure:

1. The Curriculum Committee, a law school faculty committee (which includes student members), will issue a "Call For Proposals" for symposia and conferences by the end of February. Student organizations and publications, or any other group of students, may propose a symposium or conference for the following academic year.

2. Proposals should include:
   a. a description of the topic, format, and importance of the symposium or conference;
   b. a proposed budget;
   c. suggested dates; a list of sponsoring individuals and organizations and any special knowledge, expertise, or interest they have in the topic; and
   d. a list of suggested speakers and participants.

   Supporting letters are encouraged. Students should also include information about their efforts to fundraise from other University departments (see Budgeting below). Symposia may not last more than one day.

3. Proposals are due each year by the end of the fourth full week of March for conferences and symposia to be held the following academic year. The Curriculum Committee, in consultation with the Dean, will approve particular proposals for Law School funding up to $20,000 each. The budget of the Law School may not always permit funding of all proposals. Decisions will be announced by the end of the winter term each year.

4. The Dean may decide to partially or fully fund symposia or conferences on an ad hoc basis outside of this process for issues that arise throughout the year. In such cases, the Dean may consult with the Committee for advice.

5. Questions concerning the application of this policy are referred to the chair of the Curriculum Committee.

Budgeting

Once the symposium proposal and budget have been approved, organizations are expected to generate broader involvement by seeking co-sponsorship from other campus organizations and/or departments (fundraising outside of the University of Michigan is prohibited). The organization must demonstrate a good-faith effort to raise funds from other campus entities that will defray Law School funding for the symposium; funds raised will not be added to the overall budget but will replace Law School funds.
Failure to raise funds and/or demonstrate proof of a good-faith effort to do so will be taken into account by future committees when considering symposium proposals from the organization.

Items to consider in your budget request:

- **Air transportation for invited speakers**
  Roundtrip, economy domestic flights cost $300-800. Roundtrip, economy international flights cost $1200-3000. It’s best to be as specific as possible with your cost estimates (for example, if you know you will have a guest coming in from NYC, look up round trip airfare from LGA and budget for that particular guest).

- **Ground transportation for invited guests**
  Students can transport guests to/from the airport and be reimbursed for mileage (rate is approximately $0.535/mile. Uber/taxi fare is about $55 one way, and private car service is about $80 one way.

- **Hotel accommodations**
  Cost of hotels within walking distance is approximately $180/night.

- **Meals while guests are in Ann Arbor**
  Organizers should budget for one restaurant speaker dinner (maximum cost of $55/person for food), speaker beverages at dinner (maximum cost of $20/speaker for alcohol; the Law School will not pay for alcohol for students), continental breakfast at symposium, and lunch at symposium.

- **Marketing/publication materials**
  Symposia committees are responsible for producing their own websites, fliers, posters, programs, etc.

- **Speaker gifts**
  The Law School has branded swag on hand at a cost of $6-11/unit, or you’re welcome to purchase reasonably-priced gifts elsewhere. You should budget $15-25 per speaker gift.

**After approval**

Throughout the symposium planning and implementation process, Bayrex Martí and Jenny Rickard will be your advisors. You are expected to meet with them on a regular basis to address any questions or concerns that arise and keep them apprised of your budget.

In instances when your organization short code cannot be used for payment, Jenny Rickard can make payments on your behalf. This will require advance discussion; students are not permitted to use University p-cards. All receipts for these vendor transactions must be given to Jenny within two weeks of the transaction.

**Accommodations:**
When working with hotels, you may not sign a contract for room bookings; only official University signatories may sign such agreements. Jenny Rickard can assist with making room block reservations and assigning individual speaker reservations.

**Hosting meals:**
When working with restaurants for large group meals, make sure you are aware of their minimum billing requirements. For example, most restaurants will require a minimum in order to use a private room.
However, Uof M guidelines do not allow dinners that cost in excess of $55/person (including gratuity). In instances of large group meals, it is best to set up a fixed price menu option in advance.

Dinner is limited to $55/person (including gratuity); breakfast and lunch are limited to $25/person (including gratuity). When submitting receipts for group meals, receipts must be itemized and accompanied by a list of names of all who attended the meal. We will reimburse for speakers’ alcoholic beverages at the pre-symposium dinner, but we cannot pay for/reimburse for students’ alcoholic beverages. If a meal includes alcoholic beverages for speakers, those beverages must be on a separate tab, which must be submitted for reimbursement to Jenny Rickard within 72 hours.

Tracking symposium attendance:
Please record approximate head counts during each symposium session. If appropriate, please also ask attendees to sign in. Submit counts to Dean Martí and Jenny Rickard the week following the symposium.

CLE credits
CLE credits serve as a good incentive for practitioners to attend symposia. Consider working with nearby states (Michigan does not require CLE) to arrange for CLE credit to be given for your symposium.
Thank you for being part of the [year] [organization name] symposium! We are looking forward to a productive, informative, and fun event.

Please find included in this packet a schedule of events, information about your stay in Ann Arbor, and information about making your travel arrangements. If you have any questions, please do not hesitate to contact me at ______________.

**Ann Arbor Hotel Accommodations**

A reservation room will be made in your name at:

- Hotel Name
- Address
- Phone number
- website

[Organization name] will pay for standard room accommodations and applicable taxes/fees. If you have any special requirements, please let me know as soon as possible.

**Flight/travel Arrangements**

We will make and pay for all flight arrangements on your behalf. State law permits us to purchase only economy class fares. If you plan to fly, please contact Jenny Rickard in the University of Michigan Law School Finance Office (rickardj@umich.edu or 734.764.4705) by [date] with the following information:

- Departure airport
- Preferred flight times, if any
- Preferred airlines and associated frequent flyer numbers, if any
- Date of birth
- Mobile phone number
- Special requests/information, if any

You will be contacted for final approval before any reservations are finalized and confirmed.

If you choose to drive, we can reimburse you the standard federal rate for mileage, which is currently $.535/mile (subject to change). If you will be driving, please let us know so we can arrange for parking and provide you with the necessary mileage form.

**Ground transportation to/from airport**

We will arrange and pay for ground transportation between the University of Michigan and Detroit-Wayne County International Airport. Ground transportation to and from your home airport will not be covered unless other arrangements have been discussed with us ahead of time.

**Meals**

The following meals will be provided during your stay:
- Dinner on [date] at [restaurant name, address, website]
- Continental breakfast during the symposium on [date]
- Lunch during the symposium on [date]

**Incidentals**

Unfortunately, we will not be able to reimburse you for any incidentals incurred during your trip unless arrangements have been made with us ahead of time.

**Detailed Schedule of Symposium Events**

**Campus Map and Directions to each event (dinner, symposium, etc.)**