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

The University of Michigan Law School encourages student organizations and publications to sponsor academic conferences and symposia where such events are consistent with the schedule for classes and other events in the School. Student organizers of conferences and symposia should consult with the Office of Development and Alumni Relations for advice and assistance with the planning and logistics of these events as early as possible.

The Dean, in his discretion, may occasionally choose to subsidize a symposium organized by student publications and organizations through appropriations separate from the annual law school appropriations to the organization or publication. Such subsidies will be authorized pursuant to the following procedure:

1. The Curricular, Co-curricular, and Pedagogic Issues Committee, a law school faculty committee which has student members, will issue a "Call For Proposals" for symposia and conferences each year by the end of February. Student organizations and publications, as well as any other group of students, faculty, or any combination thereof, may propose a symposium or conference for the following academic year.

2. Proposals should include a description of the topic, format, and importance of the symposium or conference; a proposed budget; suggested dates; a list of sponsoring individuals and organizations and any special knowledge, expertise, or interest they have in the topic; and a list of suggested speakers and participants. Supporting letters are encouraged, as are suggestions of alternative funding sources that have been approached or will be pursued.

3. Proposals will be due by the end of the fourth full week of March each year for conferences and symposia to be held during the following academic year. The Curricular, Co-curricular, and Pedagogic Issues Committee, in consultation with the Dean and considering such criteria as it may develop, will approve particular proposals for full or partial Law School funding. It is anticipated that the budget of the Law School will not always permit funding of all proposals. Decisions will be announced by the end of the winter term each year.

4. The Dean retains discretion to partially or fully fund symposia or conferences on issues that arise too spontaneously to permit review through the Committee process. In such cases, the Dean may consult with the Committee and first receive its advice concerning issues raised by a late proposal for a symposium or conference.

5. Questions concerning the application of this policy shall be referred to the chair of the Curricular, Co-curricular, and Pedagogic Issues Committee.

Budgeting
Once the symposium proposal and budget have been approved, it is expected that the organization will make an effort to generate more broad involvement by seeking co-sponsorship from other -campus organizations and/or departments. The organization must demonstrate a good-faith effort to raise funds from other campus entities that will defray the Law School’s payment obligation for the symposium. 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.

Revised 5.31.12
Items to consider in your budget request
- Air transportation for invited guests
- Ground transportation for invited guests
- Hotel accommodations
- Meals while guests are in Ann Arbor
- Marketing/publication materials
- Speaker gifts

Symposium Packet for Speakers & Guests

Thank you for being part of the 2012 [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
   - 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 $.55/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

Revised 5.31.12
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 (excluding alcohol, for which we cannot reimburse you):

- Continental breakfast is included in your hotel stay
- Dinner on [date] at [restaurant name, address, website]
- Lunch during the symposium/conference 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.)**

**Guidelines/instructions for the student organizations**

Throughout the symposium planning and implementation process, Christine Gregory 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 may arise and to keep them apprised of your budget.

In instances when your organization short code cannot be used for payment, Jenny Rickard can use her procurement card (P-Card) to make payments on your behalf. This will require advance discussion, as Jenny cannot permit anyone else to use the P-Card. She can call vendors to give them the card information or go to their business in person, if necessary. All receipts for these P-Card transactions must be given to Jenny within two weeks of the transactions.

**Accommodations:**

- When working with hotels, you may not sign a contract for room bookings. You may reserve rooms in the name of each individual speaker, and you may do so well in advance. Most hotels will allow you to cancel up until 24 hours before the reservation without penalty.

**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, UofM 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 pre-fixed menu option in advance.
- Dinner is limited to $55/person (including gratuity); breakfast and lunch are limited to $20/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 cannot pay for/reimburse for alcohol. If a meal includes alcoholic beverages, those beverages must be on a separate tab.