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THE UNIVERSITY OF CHICAGO CENTER FOR EAST ASIAN STUDIES

PROPOSAL SUBMISSION AND EVENT PLANNING GUIDELINES

IMPORTANT NOTES

- CEAS needs to know in advance if your proposal is for a cost-shared event with other departments, institutions or organizations. Please be sure to specify the amount and type of support that has been confirmed (e.g., funding, administrative, contributions in-kind, etc.) and any relevant contact information.

- When you are drafting your event proposal and considering inviting speakers, please refrain from giving a specific honorarium/professional fee amount in any preliminary correspondence. When your event is approved, CEAS will follow-up accordingly with your guest(s) regarding such logistical arrangements.

- CEAS will need to know in advance the citizenship and visa status of all guests. Some U.S. visa statuses do not allow for certain type of payment or require specific documentation be provided to CEAS in advance of the actual event. If the guest does not hold a social security or ITIN number, the honorarium/professional fee may be taxed at a rate of 30% and payment may be delayed as a result. International guests may be required to provide a copy of their passport, visa and other relevant documentation. It is best to schedule time for guests to come to the CEAS office to fill out additional documentation.

- Guests should be informed in advance that payments and reimbursements will be in the form of a U.S. check and in USD. Remittance of payment will be made via first class domestic/international mail. Other methods of payment may incur fees and delays and must be discussed with CEAS prior to initiating the process of payment.

- For student event proposals that include film screenings, the student(s) will be responsible for negotiating film screening rights, confirming available formats, and film acquisition (e.g., DVD).

- For student event proposals, if you are planning for any catering, be prepared to handle the set-up and clean-up for the event, or budget for a student assistant to help.

- You will be asked to provide publicity materials (e.g., program description, abstracts, bios, schedule, imagery) to CEAS as soon as possible and no later than one month in advance of the event. This will allow time for publicity efforts including email campaigns, graphic design, and printing.

- You will be asked to keep a record of attendance numbers and provide the information to CEAS. This information is needed as part of CEAS annual reporting requirements, including federal reporting as a Title VI National Resource Center.

- Avoid paying for major expenses out of pocket. Most transactions will be handled by CEAS directly, or through direct reimbursement to the guest(s). Should you incur out of pocket expenses that are directly related to your event, please be sure to retain both the total and itemized receipts and submit this documentation to CEAS for reimbursement within 14 days after your event.

- In booking lodging for your guest, please be sure to inquire as to any discounts available for University of Chicago guests. Should you encounter issues in obtaining the discounted rate, please be sure to contact CEAS prior to booking.

GUIDELINES FOR ESTIMATING EXPENSES AS OF 2016

Expense Type	Expense	Estimated Amount
Hotel (per night)	Hyatt Place	$200
	Quad Club	$180
	Lake Shore Hotel	$150
	Disciples Divinity House	$75
Airfare (roundtrip)	Domestic	$500
	International	$1800
Car Service (roundtrip)	Limo (ORD)	$225
	Taxi (ORD)	$140
	Limo (Midway)	$200
	Taxi (Midway)	$80
Parking (per day)	Hyatt Place Valet	$35
	UofC Parking Pass	$25
Car Rental (per day)	Standard Car	$40
	Minivan	$90
Mileage Reimbursement (roundtrip)	UIUC -- UofC	$150
	Northwestern -- UofC	$25
Per Diem	Meals	$35
Catering (per person)	Coffee, Tea, Light Snacks	$7
	Breakfast	$7
	Lunch Sandwiches	$12
	Hot Lunch	$20
Faculty Dinner (per person)	A10, Promontory, Petite Folie	$65
	Chant, Medici, Pizza Capri	$30
Venue Rental	Depends on location and co-sponsorship agreement	Usually free
IT Services	AV Setup and Rental	$100
	Videography	$2,000
Student Assistant (per hour)	Undergraduate	$12-15
	Graduate	$15-18
Printing (per page/piece)	Graphic Design	Free at CEAS
	Letter up to Ledger-size	Free at CEAS
	Foam Core Mount	$25
	Large Poster	$8/sq ft

09/09/2016