

UNIVERSITY LECTURES PROPOSAL INSTRUCTIONS

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PREPARE FOR THE PROPOSAL

CHECK IN WITH YOUR DEPARTMENT CHAIR/DIRECTOR

Each unit will only be approved for one general lecture and one special lecture on the American free-enterprise system each semester. It is recommended that you obtain pre-approval from your department chair or unit director to ensure that you do not submit competing lecture proposals.

ENSURE YOU HAVE ALL NECESSARY REQUIREMENTS

Please check the proposal template to ensure you have all of the necessary information to submit a proposal. Proposals in the draft stage will be deleted after two months.

FILLING OUT THE PROPOSAL

ONLINE PROPOSAL

To start a new proposal:

1. Go to the proposal website: <https://apps.ohr.wisc.edu/staffdev/User/NewProposal.aspx>
2. Under Competition, choose "University Lectures Proposal"
3. Submit

PROPOSAL SUBMITTER

This information is auto-populated, with the ability to correct editable fields.

POLICIES

According to the [Policies and Procedures](#) for University Lectures proposals, you must agree to the following:

1. The proposal must be submitted prior to the event.
 - Please note that if your event date is close to the deadline, you may not receive a decision until after the lecture date has passed.
2. The lecture needs to be free and open to the public, even if it is part of a paid event.
3. The sponsoring unit must cover any expenses not provided by the Lectures Committee. Please note that all expenses are paid by the sponsoring unit in advance and any funds approved by the Lectures Committee are provided as a reimbursement.

LECTURE TYPE

There are five lecture types you can choose from; please select one:

1. Brings experts, especially business people, to give lectures on the American free-enterprise system
2. Contributes to an understanding of academic freedom and liberal education
3. Emphasizes classical and/or modern literature
4. Strengthens and enlarges the cultural and artistic undertakings of the university
5. General

Most lectures will fit under the “general” category; however, if you choose one of the other four options, you could be eligible to receive additional funding for items not normally funded by the Lectures Committee, such as receptions or publicity.

If you are unsure if your lecture will meet the criteria for one of the special categories, you may choose that category and if the Lectures Committee does not feel it meets the criteria, they will consider giving general funding instead.

FINANCIAL CONTACT

Enter the financial contact’s name.

PRIMARY SPONSOR INFORMATION

Enter the department, group or organization sponsoring the proposal.

Next, choose which type of sponsor it is:

- Department
- Interdepartmental program, institute or center
- Registered student organization
 - If this option is selected, indicate the department sponsoring the proposal.

CO-SPONSOR INFORMATION

List every unit that is a co-sponsor for this lecture. You only need to include their official title, but please no abbreviations.

The Lectures Committee requires units that initiate lecture requests to secure the co-sponsorship of at least one other department, program, or student organization to assure wider publicity and to make the best use of limited resources. Soliciting multiple co-sponsoring units will strengthen the lecture request even further.

LECTURER INFORMATION

Provide the lecturers full name, title, the institution they are affiliated with, and the country in which they will depart from en route to Madison (for most lecturers this will be the USA).

Upload the lecturer’s CV. It should be no longer than four pages, so please abbreviate it if necessary.

LECTURE INFORMATION

Please provide the following details about the lecture:

- Title
- Location (building name is adequate): The lecture must be held at a location on or immediately adjacent to the campus and one that is easily accessible to the general student audience
- Date: Lectures must take place during the fall or spring semesters or the 8-week summer session. It is the sponsoring unit's responsibility to give careful consideration to the academic calendar and major holidays (including religious observances) when scheduling the lecture.
- Estimated attendance number
- Expected audience makeup (units, groups, etc.)

In addition to the lecture details, describe the topic of the lecture and how it will contribute to the general intellectual and cultural life of the university community as well as describe any additional services the lecturer will provide during the visit (if any).

BUDGET INFORMATION – AMOUNT REQUESTED

Indicate the amount of funding you are requesting by each type of expense. The standard amount for each expense type is provided in the second column. If you request funding above the standard amount, include justification for the Lectures Committee to consider. All expenses must follow [UW-Madison and Universities of Wisconsin policies](#), including choice of vendor.

POLICIES SPECIFIC TO THE LECTURES COMMITTEE:

Travel: Upload an estimate of any travel costs

Air Travel:

- All air travel must be booked through Concur. Airfare may be quoted or booked online via Concur or you may contact the UW-Madison travel manager.
- Fares should be based on economy class, 30-day advance purchase.
- If the lecturer requires travel accommodations, please include this information under the justification section. For example, a speaker with a chronic health condition may not be able to travel by air due to their physical limitations or an elder lecturer may need to a travel companion to safely arrive on campus.

Lodging

- The Lectures Committee grants funding for one night of lodging on the day of the lecture.
- If the lecturer provides other services of a public nature (i.e., university-wide) on another day, the sponsor may request additional lodging expenses. In such cases, detail and fully justify the request for the additional amount. There is no guarantee that a second day will be approved.

Meals

- The Lectures Committee grants funding for day of per-diem meals on the day of the lecture.
- If the lecturer provides other services of a public nature (i.e., university-wide) on another day, the sponsor may request additional per-diem meal expenses. In such cases, detail and fully justify the request for the additional amount. There is no guarantee that a second day will be approved.

Captioning

- Interested units must work directly with the [McBurney Disability Resource Center](#) to make arrangements.
- If someone requests a disability-related accommodation request for your lecture, then the cost of the CART services will be funded centrally through the McBurney Center.
 - The difference between accommodation requests vs requests for public access: <https://mcburney.wisc.edu/interpreting-captioning-requests/>
- If the sponsoring unit wishes to record the lecture, they must receive written permission from the speaker. A variety of lecture recording resources exist across the UW campus; contact DoIT for assistance with recording and/or streaming.

BUDGET INFORMATION – SPECIAL FUNDING

This section is only available if you chose a lecture type other than “general.” If the committee agrees that the lecture meets the criteria for the selected lecture type, the lecture is eligible for funding support in additional areas not normally funded by the Lectures Committee, such as receptions or publicity.

If you would like to request additional funding, indicate the amount requested and a description of expenses. Please note that expenses must comply with [university guidelines](#).

BUDGET INFORMATION – AMOUNT PROVIDED

Fill in the table with all expenses that the primary sponsor and co-sponsors are providing.

The Lectures Committee generally expects sponsors to provide half of the total funding amount for the event, and, if this is not achievable, to provide an explanation for a low match in the “Additional Information” section.

ADDITIONAL INFORMATION

Indicate any additional information you think is important to the proposal. If the sponsors are not providing at least half of the total funding amount for the event, provide an explanation in this section.

SUBMIT TO NEXT APPROVAL/REVIEW STEP

All lecture proposals must be approved by the primary sponsor department chair or director. If you are the department chair/director, please enter the name of Jenny Skibba in the Office of the Secretary of the Faculty.

Proposals will not be accepted until they have been approved by the primary sponsor department chair or director. You are advised to confirm with the department chair/director that they have received and approved the proposal.