

CSWS Sponsorship of Speakers Open Deadline

Program Objectives

The Center for the Study of Women in Society *in collaboration with* the Women's and Gender Studies Program provides limited, supplemental financial support of speakers addressing scholarly and/or creative work from a range of disciplines on a variety of topics regarding gender, feminist theory, or any aspect of women's experiences.

Award Conditions

1. **Funding Range:** Award limits are usually \$100 for a single speaker, \$200 for a panel and \$300 for a conference. Additional amounts are approved occasionally for a major conference/event.
2. **Use of Funds:** Funds normally may be used to cover a portion or all of a speaker's honorarium or travel and lodging. Other expenditures require special approval from CSWS.
3. **Funding Limitations:** The event at which a speaker or speakers are featured must be free and open to public. If event is part of a larger fee-based program such as a conference requiring paid registration, the specific lecture co-sponsored by us must be free and open to public. These funds may NOT be used for expenses related to classroom presentations or non-academic events.
4. **Time of Submission:** Application for funding from CSWS must be made **before** the event.
5. **Funding Period:** Arrangements for payment must be made within six months of the date of the confirmation letter.

Application Process

1. **Application:** Complete all sections of attached application.
2. **Vita:** Include vita of speaker and any other support information with attached application.
3. **Submission:** Deliver or mail completed application, vita and any support materials to Center for the Study of Women in Society, 340 Hendricks Hall, 1201 University of Oregon, Eugene OR 97403-1201.
4. **Notification:** A letter will be sent indicating (a) approval or rejection, (b) amount of funds, if approved, and (c) required process for disbursement of funds.

Responsibilities of Sponsoring Group (other than CSWS)

1. **Logistical Arrangements:** Arrange for speaker/event room scheduling, AV equipment, introduction of speaker, lodging, transportation, and all other logistical arrangements. Note that if the speaker is a foreign national, the process for payment to the speaker should be started approximately two months in advance of arrival to the U.S.
2. **Publicity:** Prepare and distribute all publicity including flyers, news releases and other forms of publicity.
3. **Acknowledgment:** ***Acknowledge CSWS and Women's and Gender Studies Program in all publicity including news releases.***
4. **Copies:** Submit copies of all publicity to CSWS, 340 Hendricks Hall.

