

Application for Symposium Funding for Programs in Academic Year 2014-15

Application Deadline: Monday, March 3, 2014

TO: Symposium Funding Committee
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FROM: _____

DATE: _____

GENERAL PROVISIONS

The Law School's Symposium Funding Committee allocates a limited annual budget to student groups seeking to hold symposia on law-related topics. The following provisions apply to all applicants for funding from the Committee:

- 1) All student groups seeking to hold symposia in the following academic year must apply for funding in the late winter of the preceding year. Student groups also should consider applying for funding for symposia more than a year away. Thus student groups interested in holding symposia in 2014-15 must apply for funding by close of business day on Monday, March 3, 2014.
- 2) Before submitting an application for funding, representatives of a student group must:
 - a. obtain the input of a faculty member who teaches in the area of the event and obtain the signature of that advisor approving your final application, (this faculty member will be your symposium advisor for the purposes of this application) and
 - b. meet with Paul O'Grady and David Mora from the Office of Student Affairs.
- 3) Keep the following parameters in mind in preparing your application for funding:
 - a. The Committee seeks to fund symposia that will introduce new issues, perspectives, and people to the legal world and make contributions to important societal and academic debates.
 - b. *Timeliness.* The strongest proposals will show how the topic relates to current developments in law and society and will select participants that are on the cutting edge of the issues today.
 - c. *Identify the questions.* In your application, include the motivating question or questions for each part of your event. **If your application does not contain sentences that end in question marks that describe the specific key questions your event will tackle, it will not be a successful application.**
 - d. *Balance.* The Committee wants to fund programs that offer a balanced inquiry into the issues at stake. Once you have written down the key questions for each part of your program, identify competing perspectives and potential answers to each of these questions. Explain the nature of these debates and perspectives in your application. Then make sure that each potential answer and perspective is represented in the program. In your description of each proposed speaker, explain to the committee what perspective the speaker will represent.
 - e. *Products.* Symposia should aim to generate one or more products. Products could include: a series of papers to be published in a law journal, reports, papers posted on the internet, greater public awareness of an issue, and networking opportunities. The Committee generally favors some sort of publication of the ideas emanating from a symposium.
 - f. *Format.* Symposia can have different formats. For example, symposia may be one-day, two-day or half-day events. They also could be small events with only a few

speakers not intended to draw large audiences, or large events intended to draw many attendees. If a single panel of speakers will achieve your group's goals, then propose that instead of a daylong symposium.

- g. *Implementers.* In your application you must identify the students who will be in charge of implementing the symposium the following year. This may require that you identify the Symposium Editor for your group prior to the March 1 application deadline.
 - h. Do not commit your group or the Law School to any project until the Committee has funded your proposal, or secure any speakers until the Committee or its chair have approved them.
 - i. Consider joint projects with NYU Law faculty. Faculty will sometimes have conferences that they would like to organize with student organizations such as journals. In other cases, faculty may be intrigued by projects that student groups initiate.
 - j. Consider joint projects with other Law School student groups. For example, journals and non-journal student groups should consider presenting joint applications for funding. Such joint ventures could help non-journal groups publish papers from their symposia and allow journals to help organize symposia with real-world resonance.
 - k. The Committee will consider each proposal individually in allocating funding. The Committee will not begin with the assumption that every proposal is equally entitled to "x" amount.
- 4) If your application is approved for funding, you will be required to work regularly with Paul O'Grady and David Mora in organizing your event. You also must seek approval for significant changes to the substance of your event from your faculty advisor and the Symposia Committee.
- 5) After applications are due, and before deciding which proposal(s) to fund, several committee members will meet with representatives of student groups that have submitted applications for funding. These meetings will allow student groups to make the case for their proposals and give Committee members an opportunity to raise questions and address their concerns. Keep in mind that Committee members also may ask faculty members, including faculty advisors, for their views of applications for funding.

A journal can still retain the position of Symposium Editor even if the journal is denied funding for a symposium in a given year, provided the journal receives funding for a symposium at least once every two years. A Symposium Editor can receive credit even if the journal is denied funding for a proposal in a given year, provided the Editor is involved in designing, planning, implementing, editing and publishing, or is otherwise occupied in equivalent journal organizational work. Keep in mind that Symposium Editors can organize "virtual" symposia if journals are denied funding by the Committee.

APPLICATION INSTRUCTIONS

Please provide all the following information on separate, typewritten sheets, except for the budget information. Budget information must be typed in the specific form provided below.

A. Applicant Information

List your organization's name, address, phone number, and fax number.

List the name, phone number, and email address, for each student coordinator in charge of preparing the application.

List the name, phone number, and email address for each student coordinator who will be in charge of organizing the symposium next academic year.

Please note that student coordinators assume responsibility for all requirements of the Symposium Funding Committee, including financial reporting.

B. Faculty Advisor Approval

Students are required to seek substantive input from a faculty advisor on their proposed program. Your faculty advisor(s) must review the final version of your application that you submit to the Committee and indicate his or her approval of the application. Include the following text at the beginning of your application and give the final application to your advisor(s) to sign.

Faculty advisors, please sign below to indicate that you have reviewed the students' application and approve it.

Name of faculty advisor: [TYPED NAME]

Signature of faculty advisor: _____ Date: _____”

C. Summary of Proposed Symposium

- 1) List the following for your proposed symposium: (a) symposium title; (b) proposed date(s) (e.g. Fall 2013 or Spring 2014) and location/room(s); (c) faculty advisor; (d) expected number of participants (including speakers and audience); and (e) total budget requested.
- 2) Check with your faculty advisor and with other relevant faculty to make sure that no other event(s) on the same or a similar topic will take place on campus during the same academic year. List the sources with whom you checked. (on page 10, find Appendix A, a listing of symposia presented in the last few years.)

D. Subject of Symposium

Please address the following:

- 1) The topic of your symposium, describing specifically the issues you expect will be discussed;
- 2) The reason(s) why it is timely and important to hold a symposium on the topic you are proposing. For example, has there been a recent event that has altered the landscape for considering the topic? Are there differing views in the legal community about the topic? Etc.;

- 3) The extent to which your topic has been discussed in existing legal scholarship and at events that have occurred or will shortly occur at NYU and other law schools;
- 4) The extent to which you anticipate that your event will contribute to legal scholarship or to the development and practice of law.
- 5) Include several relevant examples of scholarly literature that would apply to the proposed symposium.

E. Format and Agenda For Symposium

Please provide:

- 1) A schedule of the symposium's events that outlines your proposed format;
- 2) For each speaker you propose to invite, the name, title, and organizational affiliation/credentials of the speaker and the viewpoints each will bring to the topic;
- 3) The numbers and origins of your anticipated audience.

F. Anticipated Products From Symposium

Please address the following:

- 1) Describe the products you anticipate that your symposium will generate. These could include papers to be published in a law journal, reports, papers posted on the internet, greater public awareness of an issue, and networking opportunities. Remember the Committee's general preference for symposia that produce publications;
- 2) Explain how the products you anticipate will be generated by the symposium (e.g. an article will be published in the Fall 2014 volume of your journal).

G. Publicity Plans

- 1) Describe how your group proposes to publicize your event to achieve your audience target.

H. Group's Experience With Symposia

Please address the following:

- i. Indicate whether your group has organized a symposium in the past 3 years at the Law School;
- ii. If your group has organized one or more symposia in the past 3 years, indicate:
 1. the topic of that symposium (or those symposia)
 2. when it (or they) took place
 3. the number of people who participated as speakers and separately the number of people in attendance
 4. the products that symposium (or those symposia) produced.

I. Projected Budget

The following worksheets will guide you in preparing a detailed plan of your event's budget. You are not limited to the list provided here. Feel free to attach pages or photocopy these sheets if your budget includes additional calculations. You must consult with Paul O'Grady and David Mora of Student Affairs before submitting this budget to the Committee.

Note that all events taking place on campus must be catered by Law School catering services. Please contact David Mora for assistance with catering (212-998-6295).

1. Transportation and Lodging

a. Tickets (airline, train, rental car, etc.) Please list destination and price for each traveler, and note that you must require all travelers to book enough in advance to get absolute lowest economy fares available. (Mileage reimbursement for using own car is \$0.55/mile):

b. Local Transportation (please include estimate of total in taxi, airport shuttle, and subway fares for all travelers for all legs of their trips):

c. Lodging (use the Hampton Inn's \$350.00/per person/per night figure below, but note that you may have to pay somewhat more or less for some/all of your travelers. You also may need to lodge some of them for more than one night. Estimate one night for East coast and two nights for West coast and Southwest travelers):

SUBTOTAL (Part 1): _____

Food Services

Using the packages below, create an estimate for the cost of food services at your event. Please note that although your expected registration numbers may exceed 200 participants, it is best to be very conservative when providing breakfast as there is significant fall-off and some guests will only arrive for the afternoon portion of your day-long program. On average, student symposia have 180-300 pre-registered guests and yield 80-125 guests in attendance throughout the day.

PACKAGE	EVENT	people	ITEMS	COST PER	TOTAL COST	
A	Breakfast	50	continental buffet w/ coffee refill	\$15.50	\$775.00	
		2	Waiters	\$150.00	\$300.00	
					\$1075.00	TOTAL of A
B	Breakfast	100	continental buffet w/ coffee refill	\$15.50	\$1,550.00	
		3	Waiters	\$150.00	\$450.00	
					\$2,000.00	TOTAL of B
C	Lunch (private) max attendance is 48 in Snow Dining Room	48	Salad Buffet (with one protein, fruit, & cookies)	\$30.00	\$1,440.00	
		48	Assorted sodas	\$2.25	\$108.00	
		3	Waiters	\$150.00	\$450.00	
					\$1,998.00	TOTAL of C
D	Lunch (private)	24	Served Pasta Lunch	\$40.00	\$960.00	
		24	Salad	\$10.00	\$240.00	
		24	Dessert	\$10.00	\$240.00	
		24	Iced Tea	\$3.50	\$84.00	
		2	Waiters	\$150.00	\$450.00	
					\$1,974.00	TOTAL of D
E	Lunch (private)	12	Served Pasta Lunch	\$40.00	\$480.00	
		12	Salad	\$10.00	\$120.00	
		12	Dessert	\$10.00	\$120.00	
		12	Iced Tea	\$3.50	\$42.00	
		2	Waiters	\$150.00	\$300.00	
					\$1062.00	TOTAL of E
F	Private Dinner to host any out-of-town guests who arrive the evening before	8	Off-Site restaurant (cost per person includes NYS sales tax and a maximum gratuity of 18%)	\$80.00	640.00	
					\$640.00	TOTAL of F

- a. From the list on the previous page (pg. 7) please list only (1) breakfast package and only (1) lunch package (assuming you are planning a 1 day event) that most closely fit your event:

Breakfast Package: _____

Lunch Package: _____

- b. If your needs catering needs deviate significantly from any of the above options, please detail your plans and associated costs here:

Visit <http://www.law.nyu.edu/hospitality/menus> for detailed information.

SUBTOTAL (Part 2): _____

3. Service Charges

- a. A coat room attendant is required at D'Agostino Hall (Lipton Hall and/or Faculty Club). Vanderbilt Hall provides complimentary coat check services:

D'Agostino Hall (\$28.00 per hour, 5 hour minimum)

Date(s): _____ Times Needed: _____

#/hours x \$28 = _____

- b. A Public Safety officer is required for D'Agostino Hall (Lipton Hall and/or Faculty Club):

D'Agostino Hall (\$28.00 per hour, 5 hour minimum)

Date(s): _____ Times Needed: _____

#/hours x \$28 = _____

- c. There is a minimum \$110.00 room charge per day for each room you use, regardless of how long you intend to use it:

#/rooms x \$110 = _____

- d. There is a minimum \$450 charge for a photographer to take pictures of the event, which must be included in your budget.

\$450 = _____

SUBTOTAL (Part 3): _____

4. **Publicity/Promotion**

a. Brochures/Flyers (#/copies and rough price estimate):

b. Postage: First Class Postage (\$0.46/per piece):

#/pieces: _____ x \$0.46 = _____

c. Posters: Two 20" x 30" posters (**complimentary** printing through NYU Law Duplicating Services)

d. Photocopying (CLE handouts, etc.)

e. International Calls (rough estimate):

SUBTOTAL (Part 4): _____

EXPENSE WORKSHEET

Travel/Lodging (part 1 from pg 6) **SUBTOTAL** _____

Food Services (part 2 from pg 8) **SUBTOTAL** _____

Service Charges (part 3 from pg 8) **SUBTOTAL** _____

Publicity/Promotion (part 4 from pg 9) **SUBTOTAL** _____

GRAND TOTAL _____

APPENDIX A

RECENT REPRESENTATIVE STUDENT GROUP/JOURNAL SYMPOSIA

2013-2014 SYMPOSIA

JOURNAL OF INTERNATIONAL LAW & POLITICS
The Function of Judges and Arbitrators in International Law

ANNUAL SURVEY OF AMERICAN LAW
The Continuing Vitality of Unions

ENVIRONMENTAL LAW JOURNAL/ENVIRONMENTAL LAW SOCIETY
The Law of Climate Adaptation in a Post-Sandy Reality

REVIEW OF LAW & SOCIAL CHANGE
Affirmative Action: To, Through and Beyond Fisher

JOURNAL OF LAW & BUSINESS
Corporate Tax Avoidance and Corporate Social Responsibility

2012-2013 SYMPOSIA

REVIEW OF LAW & SOCIAL CHANGE & NYU OUTLAW
Making Constitutional Change: the Past, Present, and Future Role of Perry v. Brown

JOURNAL OF INTERNATIONAL LAW & POLITICS
The Eighteenth Annual Herbert Rubin and Justice Rose Luttan Rubin International Law Symposium -- Tug of War: The Tension between Regulation and International Cooperation

ENVIRONMENTAL LAW JOURNAL AND THE ENVIRONMENTAL LAW SOCIETY
Green for Green: The Business and Law of Financing Clean Energy

ANNUAL SURVEY OF AMERICAN LAW
Criminal Justice in the Age of DNA

LAW WOMEN
Breaking the Glass Ceiling: Exploring the Continued Existence of Gender Bias in the Legal Profession and Understanding How it Can Change

JOURNAL OF LEGISLATION AND PUBLIC POLICY
Democracy Unfiltered: Discussing 100 Years of Direct Elections and Modern Issues Affecting the Law of Democracy

2011-2012 SYMPOSIA

JOURNAL OF INTERNATIONAL LAW & POLITICS
The Seventeenth Annual Herbert Rubin and Justice Rose Luttan Rubin International Law Symposium
"From Rights to Reality: Beth Simmons's Mobilizing for Human Rights and its Intersection with International Law"

JOURNAL OF LAW & BUSINESS
"The Unique Ethical Challenges of In-House Legal Advice: Careers at the Intersection of Law & Business"

NYU OUTLAW
"Justice in Transition: Serving the Transgender Community in Law and Practice"

ENVIRONMENTAL LAW JOURNAL and ENVIRONMENTAL LAW SOCIETY
"Localities Taking the Lead: The Path of Environmental Progress Through NYC"

ANNUAL SURVEY OF AMERICAN LAW

“The Affordable Care Act” The Constitutionality of Reform, Its Implementation and Implications

JOURNAL OF LAW & LIBERTY and *JOURNAL OF LEGISLATION & PUBLIC POLICY*
“No Strings Attached: US Internet Governance in an Increasingly Global World”

2010-2011 SYMPOSIA

ENVIRONMENTAL LAW JOURNAL

The Sixteenth Annual Herbert Rubin and Justice Rose Luttan Rubin International Law Symposium
“On Thin Ice: International Law and Environmental Protection in a Melting Arctic”

JOURNAL LAW & BUSINESS

“Regulatory Reform and the Future of the U.S. Financial System”

REVIEW OF LAW & SOCIAL CHANGE

“From Page to Practice: Corporations as Progressive Actors”

JOURNAL OF LAW & LIBERTY

“Plain Meaning in Context: Can Law Survive its Own Language?”

ANNUAL SURVEY OF AMERICAN LAW and THE CENTER ON THE ADMINISTRATION OF CRIMINAL LAW

“Policing, Regulating, and Prosecuting Corruption”

2009-2010 SYMPOSIA

ANNUAL SURVEY OF AMERICAN LAW

“Critical Directions in Antitrust”

ENVIRONMENTAL LAW SOCIETY and *ENVIRONMENTAL LAW JOURNAL*

“Changes to the Regulatory State: President Obama’s Approach to Regulation and its Impacts on Federal Environmental and Health Protections”

JOURNAL OF INTERNATIONAL LAW & POLITICS

“Financing Development: The Privatization of Development Assistance”

JOURNAL OF LAW & BUSINESS

“Legal Aftershocks of the Global Financial Crisis: The Altered Landscape for Corporate Governance, Financial Regulation, and Bankruptcy & Reorganization”

JOURNAL OF LEGISLATION & PUBLIC POLICY

“Helping America Vote: The Past, Present and Future of Election Administration”

REVIEW OF LAW & SOCIAL CHANGE

“From Page to Practice: New Frames for a New Era of Reproductive and Sexual Rights”

2008-2009 SYMPOSIA

ENVIRONMENTAL LAW JOURNAL and ENVIRONMENTAL LAW SOCIETY

“A New Era in U.S. Greenhouse Gas Regulation”

JOURNAL OF INTERNATIONAL LAW & POLITICS

“International Courts and Tribunals in a Fragmented Legal System”

JOURNAL OF LAW & LIBERTY

“The Unknown Justice Thomas”

JOURNAL OF LAW & BUSINESS

“Modernizing the Financial Regulatory Structure: Managing Systemic Risk, Overseeing the Banking and Financial Services Industries, and the Future of Sovereign Wealth Funds” *ANNUAL SURVEY OF AMERICAN LAW*

“Modern Conceptions of Tort Law”

2007-2008 SYMPOSIA

ENVIRONMENTAL LAW SOCIETY and *LAW STUDENTS FOR HUMAN RIGHTS*
“A Climate for Justice? Equity Imperatives in the Legal Response to Climate Change”

JOURNAL OF INTERNATIONAL LAW & POLITICS
“Losing A Continent: The Endangered Children of Sub-Saharan Africa”

JOURNAL OF LEGISLATION & PUBLIC POLICY
“Municipal Wireless and the Networked Public Sphere”

JOURNAL OF LAW & LIBERTY
“The Rule of Law: Virtue or Vice?”

JOURNAL OF LAW & BUSINESS
“Contemporary Issues in Private Equity After the Credit Crunch”

NATIONAL LAWYERS GUILD
“With Liberty and Justice for All: Noncitizens and Democratic Rights”

ALL ALSA's
“Should ‘People of Color’ Become a United Coalition?”

ANNUAL SURVEY OF AMERICAN LAW
“Tradeoffs of Candor: Does Transparency Erode Judicial Legitimacy?”

NYU, NYLS & NYU ENVIRONMENTAL LAW JOURNAL
“Breaking the Logjam: An Environmental Law for the 21st Century”

2006-2007 SYMPOSIA

ANNUAL SURVEY OF AMERICAN LAW
“The Uncertain Landscape of Election Law: Where Does the Ballot Box Head From Hear?”

APALSA, SALSAL, MELSA, and LaLSA
“Affirmed or Denied? The Future of Affirmative Action and Race Based Social Policy in America”

BALSA
“Restricting Violent Speech or Shackling Civil Liberties? The Legal Significance of the N-Word”

INTERNATIONAL LAW SOCIETY
“Peace and Security, Human Rights, and Poverty Reduction: Reforming the United Nations for the 20th Century”

JOURNAL OF INTERNATIONAL LAW & POLITICS
“Failed States: The New World Disorder and its Implications on National Security”

ENVIRONMENTAL LAW JOURNAL
“The American Greenhouse Gases Market: The Future of the Legal Practice for an Emerging Commodity”

JOURNAL OF INTERNATIONAL LAW & POLITICS
“Failed States: The New World Disorder and its Implications on National Security”

JOURNAL OF LAW & BUSINESS
“Current Issues in Executive Compensation”

JOURNAL OF LAW & LIBERTY
“Behavioral Law & Economics’ Challenge to the Classical Liberal Program”

JOURNAL OF LEGISLATION & PUBLIC POLICY

“Immigration Reform: Reenvisioning Enforcement and the Challenges of Integration”

REVIEW OF LAW & SOCIAL CHANGE

“Alternatives to Mass Incarceration: Promises and Challenges”

2005-2006 SYMPOSIA

BALSA

“Prosecutorial and Judicial Discretion and Minorities: Where Do We Go From Here”

JOURNAL OF LAW & BUSINESS

“The Practical Realities of Corporate Compliance”

ANNUAL SURVEY OF AMERICAN LAW

“Constitutional Implications of the War on Terror”

ENVIRONMENTAL LAW JOURNAL

“The New Power Generation: Environmental Law and Electricity Innovation”

HEALTH LAW SOCIETY

“Prison Health Care: New Problems and Controversial Solutions”

APALSA, BALSA, LaLSA, SALSA, and MeLSA

“Accessibility and Invisibility: Undocumented Immigrants in America”

STUDENT ANIMAL LEGAL DEFENSE FUND

“Confronting the Courtroom for Animal Advocates: Standing, Causes of Action, and Cultural Transitions”

2004-2005 SYMPOSIA

APALSA, LaLSA, and SALSA

“Reshaping Democracy: Power and Participation of Immigrant-Based Communities”

ENVIRONMENTAL LAW JOURNAL

“State Roles in U.S. Environmental Law and Policy”

HEALTH LAW SOCIETY

“Prescription Drug Prices”

JOURNAL OF LEGISLATION & PUBLIC POLICY

“The Unintended Consequences of Legislating Technology”

REVIEW OF LAW & SOCIAL CHANGE

“The Modern Civil Rights Movement: Lesbian, Gay, Bisexual, and Transgender Equality”

LAW STUDENTS FOR HUMAN RIGHTS

“The Economic and Social Rights of Non-Citizens: Human Rights Principles and the Development of U.S. Policy”

2003-2004 SYMPOSIA

ENVIRONMENTAL LAW JOURNAL

“Governing Transboundary Water Allocation in the 21st Century”

HEALTH LAW SOCIETY

“Legal Measures for Increasing Access to Health Care”