**CAS Internal Event information form**

***Please email form to Danielle and Liza at least 6 weeks before event.***

**What category would you place your event in?**

\_\_\_\_Asian studies/academic or class-based (student-focused) \_\_\_\_FLTA \_\_\_\_SSEWA \_\_\_\_CAS-initiated speaker/event

\_\_\_\_This event is part of CAS Grant obligation \_\_\_\_This event is an external proposal sponsored by CAS faculty

\_\_\_\_This event is part of the faculty/FLTA appointment

\_\_\_\_I am seeking funding from CAS for this event beyond my appointment funds. *(****Applications seeking funding will be routed to the CAS directors for funding approval)***

Your name and contact information:

Title and description of event:

Proposed date and time of event:

Do you have a location in mind or reserved? If so, provide it here:

If not, please make a few suggestions or describe features desired and room capacity.

Zoom link (if relevant):

Speaker name(s), affiliation(s), and email(s):

Description of the event suitable for public advertising/website/email:

Short (2-3 sentences) speaker(s) bio, if appropriate:

Please indicate all publicity you wish CAS/Liza to handle:
\_\_\_\_\_CAS website listing
\_\_\_\_\_email internal CU Boulder lists (students/faculty/staff, etc)
\_\_\_\_\_email CAS external list (general public)
\_\_\_\_\_CU Boulder event calendar listing
\_\_\_\_\_Facebook event listing
\_\_\_\_\_Daily Camera free listing

\_\_\_\_\_A&S Magazine article suggestion *(please include a sentence about why this is relevant to that magazine)*.If the magazine picks it up, you will need to speak with a reporter to discuss the event.

Do you need any flyers designed/updated/printed? Please describe and indicate printing numbers and account/speedtype. If asking for funding, please include in your budget.

Do you need any other event support? (display board, tablecloth, QR codes, on-site event support, catering, computer, microphones, etc.) Please indicate.

Please answer if appropriate:

CAS has received National Resource Center (NRC) funding from the US Department of Education for the 2024-25 year and beyond. Answering the following two questions will help us determine whether your event helps meet NRC commitments.

 \_\_\_\_ Does your event involve or relate to the Social Sciences? If yes, please describe briefly.

 \_\_\_\_ Would your speaker be willing to give a second talk at Metropolitan State University of Denver during their visit to Colorado?

*Please answer the following questions – indicate what services you will need help with. If you are seeking funding, please include budget details and funding sources. NRC funds are not available for food.*

Event Support: *(Please indicate all event support services requested)*

\_\_\_\_\_Design poster *(please provide any images or information you wish to include)*

\_\_\_\_\_ Venue reservation
 Preferred first and second choice venue (if you know)

\_\_\_\_\_Event Management Form (if applicable, typically for large scale events or events with alcohol)

\_\_\_\_\_ Arrange catering/reception, budget $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Please indicate details and food preferences for catering – food purchase has constraints – please ask Liza if you have questions

\_\_\_\_\_Expenditure processing (reimbursement/per diem/milage, etc.)
 Please send all receipts and corresponding information within 30 days of the event.

\_\_\_\_\_Travel:
*(All* ***international******travel must be pre-approved*** *before tickets are purchased – this includes tickets that are purchased by traveler and submitted for reimbursement.)*

\_\_\_\_\_Flights: budget $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passenger name, email:

Travel dates, city:

\_\_\_\_\_Hotel, budget $\_\_\_\_\_\_\_\_\_\_\_\_\_

 Please give first and second choice for hotel and maximum $ per night – CU Boulder rates are not always available.

\_\_\_\_\_ Guest will be offered a per diem, budget $\_\_\_\_\_\_\_\_\_\_\_\_ (per diem rate for Boulder is $80 for full day and $60 for first and last day of travel as of 10/1/2024)

\_\_\_\_\_Ground Transportation *(reimbursable or through CU account)* budget $\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_uber/lyft  \_\_\_AB Bus \_\_\_milage for you to pick up/use of personal vehicle \_\_\_car rental reimburse

\_\_\_\_CU parking code for non-CU speakers or guests $20/car per day, budget $\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Technical support (slides, webinar, etc. or video recording and editing of event:
 Please indicate technical needs and whether event recording is desired:

\_\_\_\_\_Webinar or Zoom event, host\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Catering, budget $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Desired caterer if you have one\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Printing, budget $\_\_\_\_\_\_\_\_

Any other special needs?

Will any speakers be given honorarium or per diem? Y/N

For **each** honorarium/per diem please supply the following:

Legal Name:

Address:

Phone:

Email:

US Citizen/permanent resident \_\_\_Yes\_\_\_\_No

*Foreign Nationals will require additional documentation (see below).*

*Foreign Nationals will be taxed at a 30% rate for all honoraria. There is a $20 fee for wire transfer (required for overseas payment) – please include in your budget if appropriate. Otherwise, honoraria are delivered through US mail.*

Or if honorarium recipient is a CU system employee (any campus or system), please provide the following *(this can be provided after the event, but it is your responsibility to gather the information):*

Name:

Employee ID:

Department Chair:

Department HR representative:

Department #:

Campus:

Job code:

Pay frequency:

*Employees will be taxed on any additional pay.*

Honorarium or payment amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please offer details if amounts differ per person

Total event budget $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ coming out of speedtype/project\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate allocations/funding sources/amounts if coming from more than one account/department:

Amount secured $\_\_\_\_\_\_\_\_ source(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount requested from CAS $\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*If any honoraria or reimbursement recipient is not a US citizen or permanent resident, you will have to collect the following:

W8ben <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>,  (we only need this if speaker has not entered the country)
J1 visa (copy)
If J1 is not sponsored by CU, and reimbursement is related to presenting at an event, letter from Responsible Officer (RO) of sponsoring institution indicating the presentation is permitted within the visitor's exchange program and the reimbursement is allowable
DS-2019
I-94
Passport photo page

*Reimbursements via wire transfer are only available to people residing outside the US.*

NOTES:

*We have found that for the most part events are best attended if scheduled around 4pm-7pm on T/W/Th unless it is a longer half- or all-day special event.*

*We cannot reserve classrooms until the 3rd week in the semester, so finding a location in the first few weeks will limit rooms to the UMC, the Flatirons room in C4C (catering $ required), some rooms in the CASE Building or our own conference room.*

*Any speaker who is employed at any CU campus will need to be paid via Additional Pay Form. There are specific job codes you will need to get from the HR person in the speaker’s home department/campus. In the event your speakers listed above are CU employees, Liza will let you know what information you will need to gather. Once job code information has been obtained, CU requires forms to be signed off in docusign. Liza will manage this process.*