

# Undergraduate Summer Conferences at CEU

## Call for Proposals

**2017**

### Introduction and Objectives

CEU departments are invited to submit proposals for 2-4-day undergraduate conferences in August 2017. The aim is to give a number of selected undergraduate students the opportunity to spend a few days in Budapest, interact with CEU faculty and graduate students through participation in the conference sessions and other related events (dinners, tours, etc.), and get acquainted with CEU facilities (dormitory, library, etc.). Such conferences could increase significantly CEU's visibility among potential candidates.

### Guidelines

Departments are invited to submit proposals for 2-4-day undergraduate conferences in August 2017. Proposals can be submitted by departments individually, or collectively (2-3 departments can submit a proposal on a common topic).

The proposal must include:

- A) conference topic;
- B) A plan detailing the following:
  - proposed dates in August (e.g 5-8 August, before Sziget Fesztivál could be a good idea);
  - number of participants\*;
  - requirements for applicants (language of the conference, eligibility criteria, length of abstract, length of conference paper, etc.);
  - registration fee (if any) and what it would cover;
  - awards (ex: best paper, etc.)and/or grants to the participants;
  - timeline (deadlines for abstract submission, paper submission, registration, etc);
  - conference program (a program including all events planned (tours, trips, dinner, etc.);
- C) Budget proposal\*;
- D) Universities targeted for advertisement and/or cooperation

\*= For the availability of rooms and for the discount price of Dormitory rooms CEU Conference Center needs to be contacted before submitting the proposal.

Applications should be submitted to Veronika Csapó/ACRO ([csapov@ceu.edu](mailto:csapov@ceu.edu)) by **January 13, 2017**

Applications will be evaluated by a Committee Chaired by the Provost.

Decision about funding will be made by the end of January 2017. Allocated funding will be made available under a dedicated budget code.

## Implementation

- Advertising will be done by the departments in cooperation with Recruitment, Alumni, ACRO, ERO and Communications Office;
- Departments are encouraged to hire a doctoral student (include the cost in the proposed budget), who would manage the advertising process and respond to the questions of applicants;
- Applications will arrive at the departments who would select participants and notify them;
- Department administrators with SAP access are responsible for reserving rooms for events at CEU premises, dormitory for participants, social events, etc. Remuneration for this work (not more than 500 EUR) is eligible cost in the budget.
- Events related to the conference (e.g. site visits, social events, etc.) will also be managed by the student hired for the event and department administrator.