

SOUTH COLLEGE

**CONFERENCE/SYMPOSIUM ROUTING SLIP**

**INTERNAL DOCUMENT**

All conference/symposium proposals must have the appropriate signatures as indicated below prior to the conference/symposium being publicly announced. A substantially complete draft of the conference/symposium brochure and the projected budget (projected revenue and expense) must be attached to this routing slip. *The President and/or Executive Vice President will sign only after all appropriate persons have signed.*

Sponsor:

\_\_\_\_\_

Conference/Symposium Title:

\_\_\_\_\_

Conference/Symposium Director Name:

\_\_\_\_\_

This Conference/Symposium is (please check one):

New     Continuation/Renewal → Account No. \_\_\_\_\_

Signatures:

Conference/Symposium Director \_\_\_\_\_ Date \_\_\_\_\_

Unit Head/Division Head/Chair \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

Director of Sponsored Programs \_\_\_\_\_ Date \_\_\_\_\_

Chief Financial Officer \_\_\_\_\_ Date \_\_\_\_\_

President and/or Executive Vice President \_\_\_\_\_ Date \_\_\_\_\_

**Upon completion of the Conference/Symposium, a final revenue and expense report and a summary of the attendee evaluations must be prepared and provided to the Office of Sponsored Programs.**

**SPONSORED PROGRAMS OFFICE USE ONLY:**

Final Revenue and Expense Report Received Date:

\_\_\_\_\_

Attendee Evaluations Summary Received Date:

\_\_\_\_\_