

Proposal for Hosting NIME XX

Location: *Location name*

Dates: *Proposed dates*

Chairs: *Names*

Introduction

- *Summarize the essentials and spirit of your proposal*

Description

A. Schedule

- *Submit a complete timeline of the event including main funding dates, submission dates, registration, concert and paper program*

B. Available facilities

- *Name and description of venues for lectures, concerts, and installations*
- *Refer to hotel and housing facilities*
- *Include a geographical overview*

C. Avenues for funding to support the event

- *How funds will be secured to help hosting the event?*
- *Include a list of sponsors, granting agencies etc.*

D. Quality of the team that will organize NIME

- *What qualifies the team to organize the event?*

E. Motivation for hosting NIME

- *What is your motivation for hosting NIME?*

F. Unique events

- *What is unique to your NIME hosting?*

G. Proposed guest speakers

- *List envisaged guest speakers*

H. Possible Dates

- *Would you be interested in other years if your proposal is not accepted for the dates you proposed?*
- *If yes, which years would you be willing to host?*

I. Chairs and Staff

- *Names and short bios*

J. Budget Estimates

- *Attach complete estimate of budget*
- *See example categories below*
- *Best to use a spread sheet for this*
- *Please ask for assistance if you are not sure*

NIME Conference Budget *(example categories)*

Totals

EXPENSES

Conference

Publication of Papers / Proceedings

Facilities Charges

Equipment Rental

Catering

Honoraria

Key note speakers

Performance fees

Travel

Hotel / Housing

Total Conference

Publicity / Outreach

Poster

Display Ads

Program

Brochure

Conference Bags

Mailing Postage

Mailing House Fees

Telephone / Communication

Supplies

Total Publicity / Outreach

Staff

Fundraising

Conference Organization

Support Staff

Graphic Design

Total Staff

Incidentals / Contingency

TOTAL EXPENSES

INCOME

Registration		
Regular Registration, early		
Regular Registration, late		
Student Registration, early		
Student Registration, late		
Industry Participation / Stands		
Concert Sales		
Corporate Sponsorship		
Grants		
	TOTAL INCOME	
	BALANCE (income - expenses)	0