The Aristotelian Society

Conference Report

General Information

One of the conditions for receiving a grant from the Aristotelian Society is the submission – upon the event’s conclusion – of a conference report. This document is primarily an assessment of how well the conference met the aims and purposes set out in the grant application; moreover, it is intended to provide a thorough review of the management of conference finances. The Executive Committee reviews the reports during their Autumn and Summer meetings.

**Deadline:** The conference report must be submitted no later than three months after the event has occurred.

The Report

Please fill in the report form using a word processor and try as much as possible to retain the original format. Your responses should be in regular (i.e., not bolded or italicised) 11 pt font.

*Please make sure the report is as complete as possible and that all supporting documents are supplied.*

Conference Organiser Details

|  |  |
| --- | --- |
| **1. Name(s) of Conference Organiser(s) (including titles):****If the applicant is a graduate student, please provide the name of the faculty member charged with supervising the conference:** |  **2. Institution (including department title):** |
| **3. Address:** |

|  |
| --- |
| **4. E-mail:**  |
| **5. Telephone:** |

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| **6. Name of finance administrator (e.g., person who manages conference accounts):****E-mail:** |
| **7. Conference Website Address:** |

Conference Details

|  |  |
| --- | --- |
| **8. Date of Report (dd/mm/yyyy):** |  **9. Name of person filling out form:** **E-mail:** |
| **10. Conference Title:** |

|  |  |
| --- | --- |
| **11. Location:** | **12. Date(s) of Conference:** |

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| **13. Graduate Conference (‘Yes’ or ‘No’):** | **14a. Aristotelian Society Grant Amount:****14b. Remittance Amount (in the event a profit was made):** |

Conference Details (*continued*)

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| **15. Provide a detailed summary and assessment of the conference (continue on separate page if necessary):***Ref:* Supporting Document 1 & 2 |
| **16. Provide a brief overview of the publicity methods used to promote the conference:***Ref:* Supporting Document 3 |
| **17. Number of delegates (expected):** | **18. Number of delegates (actual):** |

Conference Accounts

*Ref:* Supporting Document 4

 **Note**: If you require more space, you can do one of the following: 1) add more cells to the default table, 2) continue on a separate page, or 3) provide your own spreadsheet of the conference accounts.

Overview

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| --- |
| **19. Provide a brief overview of the accounts, including a description of any problems encountered:** |

Expenditures

20. *An itemised account of total expenditure*

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| --- | --- |
| **Category** | **Amount** |
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| **GRAND TOTAL** |  |

Income

21. *An itemised account of total income*

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| --- | --- |
| **Category** | **Amount** |
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| **GRAND TOTAL** |  |

Other Sources of Funding

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| --- |
| **22. Provide the full names of any other sponsors, including the amount awarded (e.g., name: £0.00)****(If there is more than one, number and rank from the highest amount to the lowest)** |

Supporting Documentation

The following supporting documents should accompany the conference report:

1. Full conference programme
2. Call for Papers (if applicable)
3. Publicity sample (e.g. flyer or mailing list announcement) – please just send one example
4. Registration form clearly displaying any registration fees levied

Please copy the documents from their original files and paste them according to the order listed above in pages following this one.

Please do not include supporting documents other than those listed above, and please do not send in multiple versions of each document (e.g., if the CFP was sent out a number of times, please only send the first announcement). If in doubt, or if you have any queries, please contact our administrator.

Sending the Application

Applications should be sent in **Word 2003 or higher** to Lauren Slater, Administrative Assistant, lauren.slater@aristoteliansociety.org.uk

Queries

All questions or concerns should be addressed to Lauren Slater, Administrative Assistant, lauren.slater@aristoteliansociety.org.uk