Northwestern | BUFFETT INSTITUTE FOR GLOBAL AFFAIRS

Apply for event co-sponsorship from the Buffett Institute for Global Affairs

If you have any questions while completing this application, please contact buffettcommunications@northwestern.edu

Applicant Information

- Your name
- Your email address
- Your department/unit

Event Details

- Hosting department(s)/organization(s)
- Are there any departments or organizations that have already agreed to co-sponsor the event? If so, please list them below.
- Event date(s) and time(s)
- Event title and description
  If not yet finalized, please provide tentative details.
- Intended audience(s)
- Event format
  - Virtual
  - In-person
  - Hybrid
  - TBD
- *(If "In-person" or "Hybrid" is selected)* Event location
  - *(Write-in)* Location name and/or address:
  - TBD

Co-sponsorship Details

Please check all items for which you are requesting the Buffett Institute's support:

- Funding

    - *(Write-in and file upload)* What amount are you requesting from the Buffett Institute and for what specific event-related activities or expenses? *Estimates are acceptable.*
    - Please upload an itemized event budget detailing expected event expenses. *See an example of an itemized event budget >>*
- Promotional support
- Support with hosting a short-term visitor
- Other
    - *(Write-in)* Please describe:

Please briefly describe the connection between the goals of your event and the Buffett Institute's mission.
The Roberta Buffett Institute for Global Affairs advances research and teaching about the world beyond the borders of the United States. We draw on cutting-edge international research across Northwestern's twelve undergraduate, graduate and professional schools to generate new knowledge about pressing global challenges and promising solutions for addressing them.

We encourage Northwestern faculty to communicate their plan to apply to co-sponsor an event with Buffett to their home department. Please provide the following contact information so that we can copy them on the award letter, should your application be approved:

- Department Chair / Unit Leader
- Department administrator who will manage any financial award that will be transferred to your account

Please acknowledge that you have read and agree to the Buffett Institute's stipulations for co-sponsorship by checking the boxes below:

- The event's promotional materials must acknowledge the Roberta Buffett Institute for Global Affairs at Northwestern University and/or feature the Buffett Institute's logo.
- The Buffett Institute reserves the right to revoke its co-sponsorship should the event's goals or program change substantially from what is described in this application.

We will respond to your request within two weeks. If you have any questions, please contact buffettcommunications@northwestern.edu