TURN IN THIS FORM WITH FINAL EVENT DETAILS BY MONDAY NOVEMBER 9th 2015 BY 5pm (FIRM) to Suzannah Scanlon at suzannahlees@gmail.com. Please fill out the spaces highlighted in yellow below.

**Award amount:** $xx . **Funding comments:**

[Title]
If you would like to change your title, please insert the new title [Here]

[Day of Week], February [Date], [Time]

[Location]

[Finalized Event Description. Please describe the purpose, intended audience, and process of the event here. Please keep in mind that this event description will help people decide whether or not to attend, so make the description and title as snappy and inviting as you can. Finally, please keep it under 110 words]

Sponsored by: [Event Proposer Group] [If you have additional sponsor(s) aside from the Ethics Center, please indicate the sponsor here]

For more information: [Event Contact Name, Event Contact Email]

[If another person’s email should be added to the Event Host listserve please write it here so that they will receive communication from us as ‘DEIS Impact approaches. Otherwise, only the event contact email will receive correspondence from us.]

Please remember that all descriptions and titles are subject to editing for clarity and impact.

Please do not edit the assigned location, date and time given within the box above.

If you would like to change your assigned location, date, or time, please fill out the following:

____ I would like to change assigned my location
   Suggested location(s):_____________________________________

____ I would like to changed my assigned date
   Suggested date(s):________________________________________

____ I would like to change my assigned time
   Suggested time(s):________________________________________

**EXAMPLE FROM LAST YEAR:**

Coffee, Cupcakes and Condoms: Controversy in Reproductive Justice
Friday, Feb. 6, 6:00-7:30 p.m.
Shapiro Campus Center Multipurpose Room
When does legality not equal access? Why is reproductive health a class and race issue? Where is the dichotomy in the pro-choice movement? Join this open discussion and complicate the idea of being pro-choice. Bring your thoughts, beliefs, testimonies, facts, lies, preconceptions and misconceptions to this smorgasbord of sugared-up cupcakes, caffeinated coffee, and confusing contraceptives. Speakers will be dispersed within our discussion to offer unique perspectives to the already controversial idea that all women, regardless of race, location, previous conditions, and socioeconomic status deserve the best health care.
For more examples of the kinds of BRIEF event descriptions we're looking for, please see last year’s program booklet at:

**Event Setup** -- Please describe your setup needs below; i.e., how many chairs and tables, how you'd like them arranged, technology, etc. For complicated setups, please include a separate sheet with a diagram.

Room setup, technology, and custodial costs will be covered by 'DEIS Impact, but anything else you require (food, supplies, specialty items, speaker travel or honorarium, etc.) comes out of the 'DEIS Impact funding award specified above. Please keep receipts or submit invoices.

Please note that the setup you provide here is what will appear in the room on the day of your event. If you want to make minor changes in the weeks preceding the event, you will need to contact Conference and Events Services directly at 781-736-4300 or ces@brandeis.edu NO LATER THAN FRI, JAN 8, 2016 by 5 pm (firm).

**WRITE YOUR SETUP INFORMATION HERE.**