

# CITA Event Sponsorship Request Form

Submit completed form to: [director@cita.utoronto.ca](mailto:director@cita.utoronto.ca)

## General Information

Contact person:

Name	Institution	Email address	Phone number

Name of Event:

Date of Event:

Location:

Event Website (if applicable):

## Event Details

Summary of Event, including topic (also attach a copy of the scientific program, if available):

Scientific and/or outreach objectives of the event, intended audience:

Additional information:

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Host organization(s)/institution(s):

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Organizer(s):

Name	Institution	Email address

### Number of expected participants/attendees:

Total expected: \_\_\_\_\_

Number of speakers: \_\_\_\_\_

Number of students: \_\_\_\_\_

### Event Budget

Revenues:

Funding Source and Sponsor	Amount
Registration fees (if applicable)	

Expenses:

Expense item	Amount

Amount requested: \_\_\_\_\_