



COLUMBIA UNIVERSITY

Weatherhead East Asian Institute



Request for Proposals 75th Anniversary Events & Programming

From the American Century to the Pacific Age: Pressing Global Challenges of Our Time

Now Accepting Proposals for Spring 2024 and Fall 2024

A. Overview

The Weatherhead East Asian Institute (WEAI) is now accepting proposals for two event series as part of its 75th Anniversary celebration: a policy series and a film series, both to take place during the 2024 calendar year. Details for both programs can be found below.

From the American Century to the Pacific Age: Pressing Global Challenges of Our Time

WEAI welcomes proposals for the policy series focusing on foreign policy, international relations, and political science while the film series can address a wide range of topics relating to East Asia, including the social sciences, humanities, law, policy, contemporary culture, and arts. WEAI has a strong preference for events featuring speakers who have not presented within the past five years at the Institute.

From the American Century to the Pacific Age: Asia in Action

Building on the residency of Tony Bui, Asia in Action Filmmaker in Residence, the Institute will hold a film series during the 2024 calendar year celebrating

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Individuals wishing to propose programming should include a short description of the event(s) to be executed as part one of the series. The proposed event(s) should follow the standard format listed below.



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B. Format of Events

WEAI offers applicants the option of hosting in-person, online, or hybrid events^[1] during the academic year. Technical and logistical support will be provided by WEAI staff for events regardless of format. Faculty hosting events on Zoom will have the option of recording the program and making the video available on WEAI's YouTube channel following the event. Recording and posting video content online is contingent upon approval from both the speaker(s) and faculty sponsor.

C. Event Implementation

Hiba Rashid, Special Projects Coordinator, will work with faculty on all phases of event planning and execution. Hiba, assisted by other WEAI staff, is available for events during regular business hours, Monday-Friday from 9:00 a.m. to 5:00 p.m. WEAI staff will help secure student support for faculty who wish to hold programs outside of this timeframe.

D. Proposal Submission and Review

Please submit event proposals as relevant to the policy and/or film series to Hiba Rashid (hr2577@columbia.edu) before **Friday, December 1st**. Hiba will work with the event series committees to review and approve proposed events. Notification of approval will be sent no later than **Monday, December 18th**.

Event proposals will be reviewed by two 75th anniversary event series programming committees. These committees will take into consideration event timing and cost, as well as disciplinary and temporal coverage in their assessment. In order to encourage participation from a diverse body of faculty members, committees will also consider the frequency of faculty requests during this review.

All series proposals must include the following:

1. Event title
2. Event format (online, in person, or hybrid)
3. Anticipated date(s) or general timing
4. Anticipated speakers (names, affiliations, and, if applicable if they will be in town)
5. Anticipated audience size and desired venue (if applicable)
6. Short description of the event topic
7. Short explanation of relevance to either the 75th anniversary policy or film series
8. Desired level of WEAI support: financial and/or quota slot

"Quota" means staff support (planning, publicity, etc.) and there are a set number of slots for each committee for the academic year



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8. Proposed budget with expected costs.

Sample Budget for in person events held on campus

Item	Details	Recommended Amounts
Honorarium ^[2]	Please specify citizenship status (US or Foreign Citizen)	<ul style="list-style-type: none">• \$300 (US Citizen)• \$429 (Foreign Citizen)
Travel	Round-trip economy class airfare or train ticket	Please consult travel sites for estimates (TripAdvisor, Expedia, etc.)
Ground Transportation	All ground transportation	\$260
Lodging	<p><i>As a general rule:</i></p> <p>Columbia will cover the cost of one night in New York for travelers from the East Coast or Midwest.</p> <p>Columbia will cover the cost of two nights in New York for travelers from the West Coast or Abroad.</p>	\$350/night



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Meals	Private meals with speaker(s) and/or group catering	<p>Columbia-approved meal limits per person:</p> <ul style="list-style-type: none"> • \$25, breakfast • \$35, lunch • \$75, dinner
Publicity	Fliers and/or college walk poster	<ul style="list-style-type: none"> • \$30 for black and white fliers • \$50 for color fliers • \$110 for college walk poster printed on paper • \$180 for college walk poster printed on foam board^[3]
Multimedia	Digital Recording and Editing	\$300 (IAB 918) ^[4]

Sample Budget for events held remotely

Item	Details	Recommended Amounts
Honorarium	Please specify citizenship status (US or Foreign Citizen)	<ul style="list-style-type: none"> • \$300 (US Citizen) • \$429 (Foreign Citizen)[5]



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Multimedia	Digital Recording & Editing	\$300
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Please consult with Hiba Rashid for event-related costs not listed here (interpreters, photographers, videographers, etc.).

^[1] Hybrid events typically host the speakers and moderators on campus, while the audience joins via Zoom.

^[2] Organizers must work with Hiba to verify immigration status of event participants before offering financial compensation. For speakers who are non-U.S. citizens, WEAI is joining peer institutions and departments to require program budgets to cover the tax imposed by the IRS. For a \$300 honorarium, an additional \$128.57 (rounded up to \$129) should be budgeted, e.g. Please note that the additional \$129 tax is paid directly by the University to the IRS and not to the foreign speaker. **All speakers, both US citizens and foreign, will receive the same honorarium amount, \$300.**

^[3] For questions about the dimensions of a College Walk Poster as well as availability of WEAI's college box, please contact Ariana King at ak4364@columbia.edu.

^[4] Please note that quoted pricing is for events held in IAB 918. For other CU venues, please consult with Hiba for pricing on video recording and editing where available.

^[5] The additional \$129 should be included only if the foreign speaker is participating in the online talk within the US. If the speaker is participating from outside of the US, then he/she would not be subjected to any tax requirements by the IRS.