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**Event Proposal Form**

Hosted by the Global Exchange on Migration and Diversity (GEM) of the Centre on Migration, Policy, and Society (COMPAS), [Migration Oxford](https://migration.web.ox.ac.uk/about) is an initiative and network that brings together students, researchers, and academics working on migration and mobility from across the University of Oxford's research centres, divisions, and departments to foster interdisciplinary dialogue and collaborations.

One way in which we strive for this is by supporting migration researchers organising interdisciplinary events of their choice.

We encourage event proposals from researchers and students from any discipline, department, background, and career stage. At least one of the lead applicants must be affiliated with the University of Oxford. We are particularly interested in events exploring migration, mobility, and displacement from an interdisciplinary perspective and which include speakers from different research centres and departments from the University of Oxford, though speakers from other universities are also welcome. We are also particularly interested in event proposals that include various voices, ranging from academics, students, and researchers to activists, artists, community leaders, policy makers, or individuals with lived experiences of migration or displacement.

To see past events hosted by Migration Oxford, please visit [this page](https://migration.web.ox.ac.uk/events-landing-page#tab-3539366).

To pitch an event, please fill out the form below and submit it to the Convener of Migration Oxford migration-mobility@torch.ox.ac.uk. If you have any questions, would like to discuss your proposal prior to submission, or need support with filling out the form, please do not hesitate to email us.

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| 1. KEY DETAILS |
| *Event name*  |  |
| *Type of event**(e.g., panel, workshop, exhibition, conference, networking event with short presentations…)*  |  |
| *Lead organiser(s)* *(name, department, university affiliation, email)*  |  |
| *Suggested date/week* |  |
| *Suggested time*  |  |
| *Do you already have a location/venue in mind for this event?*  |  |

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| 2. ABOUT THE EVENT |
| *Description (150-250 words)*  |  |
| *Rationale (100-150 words)*  |  |
| *Key aims*  |  |
| *Migration Oxford aims to foster interdisciplinary dialogue on migration, mobility, and displacement. What makes your event interdisciplinary?*  |  |
| *Format*  |  |
| *Where will the event take place? In-person, online, or hybrid? If online or hybrid, please describe how you envision it to happen (e.g., live streamed, teams, zoom etc.)*  |  |
| *Do you envision any outputs for this event? (e.g., a blog article to post on Migration Oxford website, a special issue, a podcast etc…)*  |  |

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| 3. PEOPLE INVOLVED  |
| *Lead organiser(s) name(s) and affiliation(s). At least one of the lead organisers must be Oxford based*  |  |
| *Speakers’ names and affiliations.* *At least half of the speakers must be Oxford-based. We highly encourage inviting speakers from diverse departments, research centres, and divisions.*  |  |
| *Others (e.g., moderators, chairs, discussants). Please include names and affiliations.* |  |
| *Are you already in contact with speakers/moderators? Have you already reached out to them? It’s okay if you haven’t yet!*  |  |
| *Who’s the target audience for your event? (e.g., students? Early career researchers? Senior scholars?)* |  |

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| 4. SUPPORT NEEDED  |
| *Migration Oxford supports scholars in organising and running events of their choice. The convener typically supports the lead organisers with the following:* * *Framing the event (e.g., theme, scope, targeted audience etc)*
* *Finding a venue and catering*
* *Preparing and designing promotion materials (flyers etc.)*
* *Promoting the event via Migration Oxford channels*
* *Helping with registration (typically Eventbrite)*
* *Helping find speakers*
* *Providing zoom account*

*Please indicate below the kind of support you would need to successful run this event.* |
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| 5. BUDGETMigration Oxford typically cannot provide full funding for events. This means we typically ask lead organisers to host the event in venues that are free of charge (e.g., department rooms or college rooms). For smaller scale events (e.g., a two-hour panel), Migration Oxford can help cover expenses for refreshments and travel expenses for one or two UK-based speakers. For larger scale events (e.g., a one -day or two-day conference), we expect lead organisers to find a co-sponsor, which could be the lead organisers’ department, research centre, or college who is willing to share the costs for the event. |
| Item  | **Item description**  | **Subtotal**  |
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|  |  |  |
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|  | Add lines if needed.  |  |
| Total  |  |
| *Have you looked for sources of funding (e.g., your department, research centre?). Please describe*. |
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| *Funding requested from Migration Oxford*  |
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