

Application Number: B939546

Select Application Type

All sections required.

Application type:

CONFERENCE

The Bellagio conference program provides space for small teams, workshops and mid-size conferences. These activities must align with the Foundation's mission to expand opportunities for poor or vulnerable people and to help ensure that globalization's benefits are shared more widely. Details on the Foundation's mission and philosophy can be found in the "About Us" section of the website. If you have not already done so, please review the selection process and criteria and answers to frequently asked questions (FAQs).

Please send additional questions / comments to: bellagio_conf@rockfound.org

You may also call us with your questions: 212-852-8431

Conference Application Checklist

- **A detailed conference proposal** (1250 words maximum), describing the issue to be addressed, what parties are interested in/affected by the issue, and how the group you plan to convene at Bellagio has the right mix of knowledge, skills, and connections to affect change on the issue. Describe how your approach is innovative, and mention how your approach is different from other attempts to address this issue.
- **A summary** of no more than 250 words describing of the expected outcomes and how the meeting's success will be evaluated.
- **A tentative agenda/work plan.** Bellagio meetings typically include three full working days, with an additional day at the beginning and end for arrivals and departures, for a total of five days. Two-day meetings (total of four days reserved) are also possible. Bellagio meetings emphasize interaction between participants rather than long presentations to passive audiences. Agendas should be structured accordingly.
- **A tentative participant list,** in table format, including: last name, first name, gender, nationality, title, affiliation, and a one-sentence description of the likely contribution of the participant (please type surname in capital letters).
- **An abbreviated career highlights CV** for the principal organizer (who is the contact person) as well as for the other organizers, if any, highlighting previous experience in organizing international meetings or working in group situations and/or team problem solving, and any publications or achievements relevant to the proposed meeting (maximum 4 pages).
- **If you've previously organized a conference at Bellagio:** a 250 word summary of the outcomes of any Bellagio meeting related to the current proposal.
- **If you are organizing the conference on behalf of an institution or university department,** submit an official letter of request on your organization's letterhead, signed by the head of your department or institution. (may be sent via post). See sample [here](#).
- **If your conference is NOT affiliated with an institution,** supply three references with knowledge of your project. They must be able to respond via email. Upon submission of a proposal, the online form will automatically email your references requesting an evaluation of the proposal (you will receive a copy of each letter of request.) We will only accept reference letters sent directly to the Bellagio Center Office; letters may not be submitted through the applicant.

A final decision will typically be made within 8 weeks of the submission date.

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Applicant / Principal Contact Information

Fields marked with an asterisk * are required.

How are you applying? *

- I am applying on behalf of an institution or a university department
- I am applying as an unaffiliated organizer

If you are organizing the conference on behalf of an institution or university department, you will be required to submit an official letter of request on your organization's letterhead, signed by the head of your department or institution. (may be sent via post). [See sample.](#)

If you or your conference is NOT affiliated with an institution, supply three references with knowledge of your project. They must be able to respond via email. Upon submission of a proposal, the online form will automatically email your references requesting an evaluation of the proposal (you will receive a copy of each letter of request.) We will only accept reference letters sent directly to the Bellagio Center Office; letters may not be submitted through the applicant.

Prefix:*

First/Given Name:*

Middle Name/Initial:

Last/Family Name:*

Suffix:

HOME ADDRESS

Address 1:*

Address 2:

Address 3:

City:*

State/Province:

Postal Code:*

Country:*

EMAIL ADDRESSES

You must enter at least one email address (personal or business or both).

You must also confirm any email addresses entered...

Home Email:

Confirm Home Email:

Business Email:

Confirm Business Email:

Preferred Email Address:* Home Business

BUSINESS / ORGANIZATION / AFFILIATION:

Organization:*

Position / Title:*

Business Address

Check if not applicable

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Applicant / Principal Contact Information (continued)

Fields marked with an asterisk * are required.

PHONE NUMBERS

For phone numbers outside the United States, please include your country code.

Example: +49-30-61103-50

Home Phone:*

Business Phone:

Mobile Phone:

Business Fax:

Home Fax:

PERSONAL INFORMATION

Date of Birth:* (Format: m/d/y)

Gender:* Female Male

Citizenship:*

Race/Ethnicity:

How did you hear about us?:*

LANGUAGES

You must choose one primary (native) language.

You may also enter up to two additional languages in which you are able to converse fluently.

Primary:*

Additional:

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Conference Description

Please provide a detailed description of the conference you would like to organize.

All sections required.

CONFERENCE INFORMATION:

Indicate either specific dates or a range of dates for your meeting:

Title of Conference:

Conference Summary:

A 250 word summary written for a general audience explaining the focus, significance and outcome of the conference.

(no more than 250 words / 1500 characters)

Number of Participants

Expected:

- No more than 19 attendees** (this includes sleeping accommodations and seats at dinner)
- No more than 23 attendees** (this includes sleeping accommodations and seats at dinner)
- No more than 32 attendees**

(this is only possible in unusual circumstances, when both conference spaces are available, please inquire at Bellagio_conf@rockfound.org before checking this option, and please be aware that it is unlikely to be available).

Number of Working Days

Requested:

3 Days

(We schedule five days on the calendar, one day for arrivals and dinner, three working days, and one day for departures. Arrivals are typically on Monday or Tuesday)

2 Days

(We schedule four days on the calendar, one day for arrivals and dinner, two working days, and one day for departures. Arrivals are typically on Monday or Tuesday)

You may list the URL of your website if you feel it would be helpful in evaluating your work:

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Application Deadline / Date Selection

All sections required.

Is this activity one of a planned series? [What's this?](#)

Yes No

If yes, where will the other meetings be held?

Has support for air-travel costs been identified? [What's this?](#)

Yes No

Explain.

We recommend that you identify a staff person, apart from the conference organizer, who can coordinate your conference participants travel plans' and registration and then liaise with Bellagio Center staff on transportation from Milan and other arrangements. Please provide the name and email address of this staff liaison

Additional Organizers (optional):

Additional Organizer #1

Check if not applicable

Additional Organizer #2

Check if not applicable

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Evaluator Information

Fields marked with an asterisk * are required.

Please contact your references now if have not already to ask if they are willing and available to write on your behalf, and to confirm email addresses. You will also need to send them a copy of your Bellagio proposal.

The Foundation will email your evaluators, who should know your work and be knowledgeable about the project you propose to work on at Bellagio. You should not list more than one person from the same university or institution, nor should you list editors or others with a financial interest in your success.

The online application form will automatically send an email reminder to your references once you submit your application (you will receive a generic copy of the email). Your references will be asked to provide a professional reference and an evaluation of the merit and substance of your proposed project, as well as a few words on your likely contribution to the intellectual and social community of scholars and artists at Bellagio.

The letters are due within two weeks after you submit your application. Our office will only contact your references once. You will be responsible for follow-up to ensure that we receive the letters on time.

EVALUATOR #1 [What's this?](#)

Prefix:*	<input type="text"/>
First/Given Name:*	<input type="text"/>
Last/Family Name:*	<input type="text"/>
<hr/>	
Address Type:*	<input checked="" type="radio"/> Home <input type="radio"/> Business
Organization:	<input type="text"/>
Position / Title:	<input type="text"/>
Address 1:*	<input type="text"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
City:*	<input type="text"/>
State/Province:	<input type="text"/>
Postal Code:*	<input type="text"/>
Country:*	<input type="text" value="-- Select Country --"/>
<hr/>	
Email:*	<input type="text"/>
Confirm Email:*	<input type="text"/>
Fax Number:	<input type="text"/>

The same information is required for all 3 evaluators.

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Attachment Uploads

Use this form to upload your file attachments for your application.

Fields marked with an asterisk * are required.

Miscellaneous File

Misc. files may include images.

#1

Participant List

A tentative participant list, in table format, including: last name, first name, gender, nationality, title, affiliation, and a one-sentence description of the likely contribution of the participant (please type surname in capital letters). The participant list should be a Word or PDF document.

*Required

Tentative Agenda or Work Plan

A tentative agenda/work plan.

*Required

Curriculum Vitae

CV for the principal organizer (who is the contact person) as well as for the other organizers, if any, highlighting previous experience in organizing international meetings or working in group situations and/or team problem solving, and any publications or achievements relevant to the proposed meeting (maximum 8 pages).

#1

*Required

Proposal

A detailed conference proposal (1250 words).

*Required

FINAL PAGE

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Application Final Review

Please review your application and make adjustments to any sections as needed by using the "Edit" links on the right side of the page. If all of your information is correct click the "Submit" button.

[Click here for printer friendly version](#)