

ERID Conference Instructions, Information, & Contacts

ERID Director: Jimmy Roberts

Administrative Support: Katie-Rose Repp (krr20@duke.edu) and Tiffany Yarborough (tiffany.yarborough@duke.edu)

1. Submit a completed Conference Proposal Form, found on the ERID homepage, to Katie-Rose. Jimmy will contact you to discuss your proposal.
2. Contact Katie-Rose to discuss your plans **at least** three months in advance. It may be very difficult to secure the desired hotel accommodations, meeting locations, restaurant reservations, and caterers with less than 90 days' notice.
3. Please be aware that space is extremely constrained in our building at this time. It may be necessary to consider a location on campus other than the Social Sciences Building for your event. Off-campus space may also be a possibility.
4. Travel arrangements:
 - a. Participants can book travel by themselves; please note that additional documentation for reimbursement would be required.
 - b. Participants can coordinate their travel plans with Cardinal Travel Services in Durham, a Duke-preferred vendor. Please contact Katie-Rose in this case.
5. We will work with you to obtain accommodations for your conference participants at the hotel of your choice. When booking a block of rooms, local hotels typically require a final list of guests a month prior to the event.
6. If you would like administrative support during the actual event, graduate student support may be available. Students must be currently on the payroll here at duke and, if hired, will be paid \$20/hour for their service. These charges will be added to the total cost of your conference. This should be discussed with Katie-Rose during the event-planning process.
7. If you would like a webpage dedicated to your conference, please contact Katie-Rose for assistance.
8. If you have questions about ERID financing of events, please speak to Tiffany.