Nature of the Situation:

The College of Engineering Research Symposium (CERS) is a student-run research showcase that provides Penn State students the opportunity to share their research with peers, faculty members, alumni volunteers, and industry experts. CERS is organized by the Engineering Graduate Student Council (EGSC) and serves as a professional forum to showcase student research, allows students to practice presentation skills in a low-pressure environment, and provides students with feedback to improve future work. The participation of alumni, faculty, and corporate sponsors also makes CERS an excellent networking and learning opportunity for graduate and professional students.

This year, CERS is being held in-person at the Hyatt Palace, State College, on April 6th 2022. In the past, the Graduate and Professional Student Association (GPSA) has co-sponsored CERS as it contributes to the development of graduate and professional students’ presentational skills and provides a networking opportunity for students. CERS is seeking a co-sponsorship this year in the form of $1750 to fund lunch for attendees.
Recommended Course of Action:

The Graduate and Professional Student Association agrees to co-sponsor the CERS event in the form of $1750 for funding lunch for attendees. The budget breakdown is below. The bolded items are requested to be partly funded by GPSA.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hyatt Venue (Space)</td>
<td>$2500</td>
</tr>
<tr>
<td>Hyatt Venue (18% service fee for AV)</td>
<td>$450</td>
</tr>
<tr>
<td>Posters</td>
<td>$1080</td>
</tr>
<tr>
<td><strong>Boxed Lunch for 122 people at $18/person</strong></td>
<td><strong>$2196</strong></td>
</tr>
<tr>
<td><strong>Service fee for lunch (20%)</strong></td>
<td><strong>$439.20</strong></td>
</tr>
<tr>
<td>Total Expenses</td>
<td><strong>$6665.20</strong></td>
</tr>
</tbody>
</table>

Respectfully submitted,

Arnab Chatterjee
Delegate, College of Engineering

President ___________________________________________________ Affirm

Veto

The Graduate and Professional Student Association
The Penn State Graduate and Professional Student Association (GPSA) must follow certain rules when providing funding for co-sponsorships for events or other items. Please make sure to read these guidelines carefully before requesting GPSA funding.

- **The GPSA must be given one week’s notice of collaboration with any external organization.** The purpose is to ensure that the organization is in compliance with the University’s Core Values including diversity, inclusion, and equity.
- A GPSA Delegate must submit a funding bill to the Assembly, and the GPSA must be involved in planning the event. Visit gpsa.psu.edu/assembly to find contact information for current Assembly Delegates.
- A budget breakdown of event costs must be submitted with this form
- The event must be open to all students (undergraduate, graduate, professional)
- The GPSA will only fund specific line items (i.e. food, room rentals, speaker fees, etc.); preference will be given to payments made directly by the GPSA to vendors via invoice, and transfers to a student organization account or reimbursements to an individual for payments made are strongly discouraged
- Because the GPSA’s funding comes from the University Park Student Fee Board, at most up to 90% of the event cost can be funded from the GPSA for co-sponsorships

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**Request Information**

**Request Date:** March 17, 2022  
**Organization Name:** Engineering Graduate Student Council (EGSC)  
**Organization Contact Person:** Rudy Haluza  
**Email:** rth5095@psu.edu

**GPSA Representative Sponsoring Request:** Arnab Chatterjee  
**Email:** akc5937@psu.edu

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**Event Details**

**Event Name:** College of Engineering Research Symposium (CERS 2022)  
**Date and Time of Event:** April 6, 2022
Event Location: Hyatt Place State College
Estimated Total Attendance: 180
Graduate/Professional Students: 150
Ticket or Pre-Registration Required: No
Cost to Attend Event: Free entry

Brief Event Description: CERS is a student-run research showcase that provides Penn State students the opportunity to share their research with peers, faculty members, alumni volunteers, and industry experts. CERS serves as a professional forum to showcase student research, allows students to practice presentation skills in a low-pressure environment, and provides students with feedback to improve future work. The participation of alumni, faculty, and corporate sponsors also makes CERS an excellent networking and learning opportunity.

How Event Will Be Advertised: website and email list

Funding Details

Total Cost of Event: $6665
Account: IO 590000000479 (AP - ACADEMIC PROGRAMS MGI EGSC-SYMO)
Used for: CERS expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hyatt Venue (space)</td>
<td>$2,500.00</td>
</tr>
<tr>
<td></td>
<td>Hyatt Venue (18% service fee for AV)</td>
<td>$450.00</td>
</tr>
<tr>
<td></td>
<td>Posters (24 posters * $45)</td>
<td>$1,080.00</td>
</tr>
<tr>
<td></td>
<td>Boxed Lunch ($(122 people) * 18 / person)</td>
<td>$2,196.00</td>
</tr>
<tr>
<td></td>
<td>Boxed Lunch (20% service fee)</td>
<td>$439.20</td>
</tr>
<tr>
<td></td>
<td>TOTAL EXPENSES</td>
<td>$6,665.20</td>
</tr>
</tbody>
</table>

Total Requested from GPSA: $1750 (CERS requests help from GPSA for funding the lunch)
Funding Amount Requested from Other Sources (By Source): $4915

Vendors Being Used: Hyatt Place State College
Vendors Accept Penn State Purchase Orders (Yes/No): Yes
Vendor Willing to Invoice GPSA (Yes/No): Yes

If you answered no to both of the above questions, you will need to discuss payment options with the GPSA treasurer at least one month before your event.
For GPSA Treasurer Use

Bill Number:
Total Approved:
Total Paid:
Bill Close Date: