

DC@GS Conference/Event Proposal Form

Please complete the form and submit to the Digital Collections Specialist, Ashley Lowery (alowery@georgiasouthern.edu) to begin the creation of your conference/event site in Digital Commons@Georgia Southern.

Event Title:	
Event/Conference abbreviation/acronym for URL:	
Desired launch date:	
Will the conference site be embedded in the repository or its own site?	
Is the Event a recurring event?	
Do you have a logo/banner for the site? If so, please attach it. Banner width should be exactly 980 pixels. 126 pixels is the preferred banner height. .eps or .png files are preferred. Do not compress your image file for the web.	
Do you have a submission form you previously used? If so, please attach it.	
Will the Event use DC@GS for the review process? If yes , how many reviewers per submission? How many days do reviewers have to complete the review process? Is it a double blind review? Do you want the presenters to see the reviews?	
Is there a list of reviewers to upload? If so, please attach it.	
Do you have a rubric/criteria for reviewers? If so, please attach it.	
Do you need to only Accept/Reject proposals or do you need the options to Accept with Minor Revisions and Major Revisions Required for Acceptance?	
Are there back files of content to upload? If yes, explain.	
Who are the sponsors of the Event?	
Person(s) filling out form:	



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