

Dear Professor **XXXXX**,

Congratulations! We are very pleased to accept your proposal, "**[TITLE]**," for Transformative Learning in the Humanities (TLH) event co-sponsorship. We are thrilled and inspired by the excellent proposals we received. Thank you for all you are doing on behalf of our CUNY community.

We are pleased to award you a total of **\$XXXX**:

\$500 for each event organizer

\$500 honoraria each for **##** outside speaker(s) [if no speakers, delete this line]

\$300 each for up to **##** CUNY student speaker(s) [if no students, delete this line]

Please fill out [this form \(https://forms.gle/6weqyn1ZcdgBEP5y6\)](https://forms.gle/6weqyn1ZcdgBEP5y6) by **Monday, February 1**, to submit your finalized event title, date, time, abstract, and other information pertinent to awarding you and any speaker(s) funds.

As the event organizer(s), you also need to confirm with any speaker(s) that they are available on your finalized event date/time. Please ask them for an updated resume or CV because we will need to submit one with their honoraria paperwork. [if no speakers, delete this sentence]

We would like to see **four things** in your finalized event abstract (250-300 words) so that it is ready to be published and circulated in our TLH promotional materials:

- A clear description of the event itself
- The names of any speaker(s) involved and your name(s) and role in the event, written in the third person
- What the event offers attendees and the larger CUNY community (e.g., What will attendees come away with? What is the take-away or learning goal?)
- At least one sentence that touches on an interactive element, something audience members will be asked to contribute that is active/participatory (e.g., breakout discussions, Entry Tickets, Q&A; "[What is Participatory or Active Learning?](#)")

Before you submit the form, please double and triple check for accuracy. We will use this information for a CUNY-wide calendar of events.

After you submit the form, we will create an Eventbrite invitation for your event with the finalized information you provide. We will send you an Eventbrite link so you can share it with your CUNY communities, and we will use it to promote your event publicly. Once people RSVP (for free) on Eventbrite for your online event, they will be able to see the Zoom information (the Zoom link, etc., that you provide us in the form). In our experience, this is the safest way to share event information with the general public.

Please note that because we have limited capacity, we cannot promise any day-of support for your event, but we do hope to attend as many events as possible.

For your convenience, below you will find your answers to the original application form you submitted. In the case that you did not save your answers, we hope this will help you develop the final draft.

Thank you,

Titles