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EGSA Request for Conference Funding

Please Print and Fill in Relevant Information.

NOTE: Answering 'NO' to question #7, will invalidate this request.

1. Name: \_\_\_\_\_

2. Student Number: \_\_\_\_\_

3. Conference Name: \_\_\_\_\_

4. Conference Location: \_\_\_\_\_

5. Conference Date: \_\_\_\_\_

6. Are you presenting a paper? (YES/NO) \_\_\_\_\_

7. Are you willing to give a short presentation on your 'conference experience' upon your return? (YES,NO) \_\_\_\_\_

Include Abstract of Paper in Space Provided Below.

## **Engineering Graduate Students' Association (EGSA) Conference Funding Policy**

The EGSA allocates \$900 per year to graduate students for conference funding. The \$900 will be divided into \$300 per semester. If the full \$300 is not used in one semester, the remainder will be transferred to the next semester. This applies to Fall and Spring semesters only, since the SFSS year end is April 30th, new funding begins May 1, with no carry over from one fiscal year to another.

A graduate student who wishes to apply for this funding must apply to the EGSA executive one week before the end of the semester preceding the conference.

The request form for conference funding is provided below.

The money will be divided equally among the applicants, and in the case that there are fewer than 3 applicants, a maximum of \$100 is given to each person, with leftover funds going into the following semester's allotment as per above.

In order to receive this funding, the graduate student must agree to schedule a presentation to be given within one month after returning from the conference. The presentation can be similar to the talk given at the conference, or it can be on the "conference experience" in general.

The student must submit original receipts from transportation, lodging, and/or conference fees. These can be submitted either before or after the conference. However, the student will receive the money only after the receipts have been submitted and processed.

Once the deadline for application has passed, the executive committee will meet to divide the available funds among the applicants. This information will be sent to the SFSS Student Union Fieldworker, and the original receipts will be sent to her on an individual basis.

In the first month of the semester, an EGSA meeting will be planned to vote on the choices made by the executive. A quorate approval is required.