

GRADUATE STUDENT CONFERENCE AWARD APPLICATION FORM



Full-time graduate students are eligible to apply for one student conference travel awards *each academic year (September 1 – August 31)*. Awards must be used to provide partial support for travel, accommodation, food and registration fees associated with a recognized conference at which the student is presenting their own or co-authored paper or a poster.

PLEASE NOTE:

- **You must apply prior** to the conference. Normally, the award is paid to students upon their return from the conference at which they presented their paper or poster. However, the award could be issued to the student in advance of the conference, if the department makes the request to SGS in a timely fashion. No “rush” requests will be accommodated.
- **You must be registered full-time** in a graduate degree program at the time of the conference.

You MUST ATTACH:

- **the acceptance letter, ADDRESSED TO YOU**, signed and on letterhead, from the conference secretariat, indicating your **participation as a presenter**.
OR
- hard copies of the following:
 - **the acceptance email**, and;
 - **the title page**, showing the name of the conference, location, dates, etc. from the conference program on the website, and;
 - **the page with your name**, the title of the paper or poster, presentation number or time, etc. from the conference program on the website.

Student Name:	
Title of Presentation	
Conference Name	
Date	
Place	

Please have your **supervisor** (or faculty designate) sign confirming that you plan to attend this conference.

Date:	Signature:
Name: (Please print)	

Please mail or drop off to: Mark Andrews, Room 201, Richardson Laboratory