In the first instance all HDR students are encouraged to apply for the UNSW Postgraduate Research Student Support (PRSS) Scheme for Conference Travel Funds.

http://research.unsw.edu.au/prss-conference-travel-funds

BEES HDR candidates representing the school at a conference and not funded by PRSS are eligible to apply for an additional contribution towards presenting at a conference of up to $800 towards costs directly incurred relating to the conference. All HDR candidates are eligible to apply for this, but can only be rewarded a total of $800 throughout their candidature.

Eligibility:

To be eligible the applicant:

- must not already have exceeded $800 contribution by BEES towards conference funding;
- cannot be classified as overtime; and
- must be confirmed as presenting (preferably orally, but poster presentations will be accepted) at the nominated conference.

How to apply:

1. Complete this form (page 2).
2. Get your supervisor to sign the form.
3. Submit to Jonathan Russell for approval.
5. Either make the purchase with your supervisor’s UNSW credit card and reconcile to designated account OR make payment yourself and submit an ER1 Form attaching official receipts to Francine Gregory.
Applicant Name

_______________________________________________________

Applicant Student ID

_______________________________________________________

Amount Requested (max. $800) _____________

Conference Details

Conference Name:  

_______________________________________________________

Conference Location:  

_______________________________________________________

Conference Date:  

_______________________________________________________

Presentation Details (Circle)  ORAL  POSTER

Title:  

_________________________________________________________________

Authors:  

______________________________________________________

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<th>Predicted Cost</th>
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<td>Registration Fees</td>
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<td>Other</td>
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I certify the above details are correct:

_________________________________________________________________________________

Name (Print)  Applicant Signature  Date

This request has my approval as supervisor:

_________________________________________________________________________________

Supervisor’s Name (Print)  Supervisor’s Signature  Date