
Conference/Symposium Fund

Terms of Reference

Purpose

The Conference Fund supports international, national, and provincial conferences/symposiums that contribute to scholarship and are sponsored or hosted by the University within Alberta. The funding for the Conference Fund is provided by the Office of the Vice-President (Research) and is administered by the Office of Research, Faculty of Medicine & Dentistry.

To ensure maximum use and distribution of the limited University of Alberta funds available, applicants are expected to seek other sources of support in addition to applying to this fund.

Criteria

1. Scholarly merit
2. Evidence of serious application for other funding
3. The identity and qualifications of key speakers (confirmed or tentative) and/or the general qualifications expected of other presenters
4. Conference registration should be open rather than by invitation only. Paid registration is strongly encouraged.

Eligibility

The fund may only be used to support conference/symposium costs including: honoraria to speakers; travel, per diems, and accommodation for speakers; space and equipment rental; reproduction of materials and proceedings.

Each conference is eligible for only one conference grant. Full-time academic staff members in the Faculty of Medicine & Dentistry at the University of Alberta are eligible to apply. Meetings of a purely consultative type are not eligible, e.g., workshops and working groups. Faculty or departmental "research days" are not funded.

Retroactive applications will not be considered. The application must be received by a submission deadline prior to the conference taking place. Deadlines are **October 1 and April 1**.

Adjudication

Competitions are adjudicated by an interdisciplinary committee of faculty members. Incomplete applications will be rejected.

Successful applications will be awarded funding according to the following maximum amounts: **\$2,000** for international; **\$1,500** for national and **\$1,000** for provincial conferences/symposiums.

Reporting Requirements

Provide a brief summary outlining the success of the event and how the funds were used to:

Dr. Teresa Krukoff
Associate Dean Research
Office of Research
Faculty of Medicine & Dentistry
2J2.11 WMC.
