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.

Ineligible
- Meetings of a purely consultative type, e.g., workshops and working groups.
- Faculty or departmental “research days”
- Courses or training sessions
- Retroactive applications

Adjudication
Competitions are adjudicated by an interdisciplinary committee of faculty members. Incomplete applications will not be considered.

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

Deadlines & Submission Instructions
Complete applications must be submitted by the first of each month (or the first business day of the month if the first falls on the weekend or is a formal holiday). The committee will not consider applications for conferences or symposiums occurring before the application deadline or in the same month as the application.
Submit one signed original application to the Office of Research, Faculty of Medicine & Dentistry, 213 HMRC. Please attach any conference itineraries, speaker lists, brochures and/or advertisements to the application.

If you require assistance or additional information, please contact: Jasmine Irvine (780-492-9723).

**Reporting Requirements**

Within 30 days after the conference/symposium, provide a brief summary outlining the success of the event and how the funds were used to:

- Dr. Hanne Ostergaard  
  Associate Dean Research, Graduate Programs  
  Office of Research  
  213 HMRC