

Graduate Student Conference Travel Request Form

Student Name:

Advisor:

Title of your paper:

Name of Conference (include URL if available):

Date and Location of Conference:

Keynote speaker(s) at the conference:

Information regarding the competitiveness of the abstract review process (e.g. percentage of abstracts accepted, if available):

Does this conference publish proceedings?

If proceedings are published, are the proceedings competitively reviewed? And, if so, what percentage of papers are accepted for the proceedings?

Do you have any additional sources of funding for attending this conference?

In addition to filling out this form, please make sure to include the following materials with your application for travel funding:

- 1) Proof of acceptance of your paper; if acceptance is pending, you must submit proof of acceptance as soon as you hear from the conference organizers.
- 2) A short letter stating the importance of this conference for your own professional development; this letter should make clear the relevance of this conference to your area of specialization;
- 3) A short letter, preferably from your advisor or, alternatively, from another faculty sponsor supporting the importance of your presenting your work at this particular venue;
- 4) A budget, including your anticipated travel, lodging, meals, and the conference registration fee costs.

Note also: If you are provided with travel funding, you must present all relevant original receipts (do not write on them) upon your return, and you must provide a copy of the conference program with your name in it or a registration receipt.