

Appendix IV: Congress Attendance Fund

Although ISAE tries to keep the cost of attending its annual congresses as low as possible, they are without doubt too expensive for some members to attend on a regular basis. This is not exclusively a student problem, since grants to students are sometimes available and there is a reduced student registration. Neither is it exclusive to researchers in certain regions, since the cost of attending is a combination of travel, registration and hotel costs and so varies depending on where the conference is being held. The Society has therefore developed a fund that is open to all ISAE members, although priority will be given to the two categories of members described above, any member can apply.

Aim

To support ISAE members to attend annual congresses. The minimum allocation will be the sum equivalent to the cost of the registration or accommodation (but usually not travel). The total sum of money to be allocated to this fund will be determined yearly, depending on the Society's financial situation, but will be no less than GBP 2000

To be eligible

- 1) The person must be a member of ISAE before submitting their application.
- 2) The person must normally have submitted an abstract and money will only be allocated if their presentation is accepted. (Note: this may not apply for people funded from the Open Philanthropy Project.)

Application procedure

- 1) The application should contain the following information:
 - a. Name of applicant
 - b. Postal address and email address (or fax number)
 - c. Which year they became a member of ISAE
 - d. Occupation or position of applicant e.g. student, active researcher, unemployed researcher etc.
 - e. A justification for why they should be given an award. There is no fixed format for how the justification should be presented since the reasons for the application will vary
 - f. A budget, including the total cost of congress attendance (registration, accommodation, travel and subsistence) and the amount of funding

- requested. Applicants should state whether they will still be able to attend if they are not awarded the full amount requested
- 2) The application itself should not be more than one A4 page. It should be accompanied by a list of publications and/or presentations by the applicant (including local and regional meetings) and a copy of the abstract submitted to the congress.
 - 3) The applicant should submit the application to the organisers of the congress on the same deadline as the submission of abstracts.
 - 4) The applications will be evaluated by the Senior Vice-President, the Treasurer and two other Council members.
 - 5) Successful applicants will be notified at the same time as they are notified of whether or not their abstract has been accepted.
 - 6) The money will either be sent to the applicant or to the conference organisers on the applicant's behalf. This decision will be made by the Treasurer. This is to avoid unnecessary currency exchanges. If requested, ISAE will help the successful applicant identify the cheapest possible travel to the meeting, or write a letter that can be used when applying elsewhere for travel funds.

Factors that will be taken into consideration in the decision process

- 1) Low or no possibilities to attend the congress without financial support
- 2) Little or no possibilities to obtain sufficient financial support from elsewhere (applicants should state where else they have applied or could apply for financial support; note that attempts to obtain funding from other sources will be viewed positively when assessing applications)
- 3) Quality of the submitted abstract
- 4) Track record of attending scientific meetings and giving presentations, although the committee will take into consideration how long the person has been active in research and their possibilities to attend relevant meetings, so whether experience is an advantage or a disadvantage depends on circumstances.