Institute of Medical & Biomedical and Allied Health Education (IMBAE)

**Conference Fund**

City St George’s, University of London (CSG) is committed to providing opportunities for staff to develop the skills they need to be successful in their role and to further develop their careers. It is recognised that staff participation at conferences and other external meetings is beneficial to both the individual and the wider organisation. IMBAE provides a small conference fund to which staff can apply for all or some of the costs associated with attending such events.

**Application Process**

This form should be completed by the applicant, and sent to Claire Underwood (cunderwo@sgul.ac.uk) for processing. All applications must be supported by the applicant’s Head of Centre/School/or Director of Education Operations for Professional Services staff.

Completed applications will be reviewed by the IMBAE Conference Funding Panel at set points during the financial year, although applications can be submitted at any point. Application deadlines for each review point can be found in the Guidance Notes.

Applicants should ensure that they have read the Guidance Notes prior to submitting their application.

**SECTION 1: PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Surname |  |
| Email address |  |
| Job Title |  |
| IMBE Centre/School |  |

**SECTION 2: CONFERENCE DETAILS**

|  |  |
| --- | --- |
| Title & Provider |  |
| Nature of Activity |  |
| Location |  |
| Website |  |
| Conference start date  |  | Conference end date |  |
| Deadline for Registration(early-bird deadline if available) |  |
| Detail of role and/or activities are you undertaking at the conference? Please specify all (e.g. giving a short presentation on…) |  |
| Is your contribution confirmed e.g. invited speaker or abstract accepted, etc? (If not, please indicate date when you will be notified) |  |

**SECTION 3: EXPECTED COSTS**

|  |  |
| --- | --- |
| Conference fees (in GBP)If this is not a single cost/fee, a breakdown of component costs must be provided |   |
| Travel costsGive details of method and cost |  |
| Accommodation costs Specify the number of nights, name and website address of the accommodation |  |
| Other funding (please specify)Give total cost of funding from other sources, including budget code and budget holder for SGUL accounts. Give the budget code and budget holder for internal funding. |  |
| TOTAL FUNDING APPLIED FOR |  |
| If request exceeds award cap, please provide justification here: |

**SECTION 4: LAY SUMMARY/ABSTRACT**

Briefly describe the nature of your contribution, where relevant (plenary lecture, short talk, poster, etc), and provide an abstract/outline (250 words maximum) of your message, suitable for a lay readership.

Lay summary / Abstract description:

**SECTION 5: VALUE FOR ST GEORGE’S (INCLUDING DISSEMINATION PLAN)**

Outline how your attendance at the conference will enhance teaching, learning & educational experience, in alignment with City St George’s Education & Student Strategy

Please include how will you share your findings from attending this conference with your peers and colleagues?

**SECTION 6: PERSONAL & PROFESSIONAL DEVELOPMENT**

Outline how this conference/event will assist you in your current job and development and/or be used as a developmental tool for colleagues. Explain why attending this conference is important for you (including commenting on why this one was selected if a range of options exist), and what you hope to gain from it personally and professionally.

**SECTION 7: DECLARATION**

I understand that City St George’s, University of London may require the refunding (by deduction from payroll) of all or part of its contribution if I fail to attend or withdraw from the conference*.*

I also understand that I am required to disseminate information, skills and materials as appropriate.

I have read and understood the accompanying Guidance Notes.

|  |  |
| --- | --- |
| Signature |  |
| **Date** |  |

**SECTION 8: HEAD OF CENTRE/SCHOOL/ DIRECTOR OF EDUCATION OPERATIONS STATEMENT OF SUPPORT**

Please indicate how the proposed activity will contribute to the personal and/or professional development of the individual concerned, how it will contribute to the individual’s team development and (if possible) how this in turn will contribute to achievement of IMBAE objectives and the aims of City St George’s Education & Student Strategy.

Please confirm that this is the most appropriate source of funds for this application and that the applicant does not have alternative funding sources, such as discretionary account, research funds, sponsorship or Centre funds.

|  |  |
| --- | --- |
| Name |  |
| Centre / School |  |
| Signature |  |
| **Date** |  |

THE FOLLOWING SECTION IS FOR OFFICE USE ONLY

|  |  |
| --- | --- |
| Date received | Date actioned |
| CF Panel approved YES / NO | Total funding awarded: £ |
| Budget to be used |  |