
College of Science and Engineering Sponsorship of Conferences – Application Form

Background

The College occasionally receives requests for sponsorship of conferences and workshops, but has no policy in place to determine how to deal with those requests on an equitable basis, and in a way that ensures that the sponsorship actually brings some benefit to the College.

Policy

The College will provide sponsorship for a conference under the following conditions:

1. The proposer can demonstrate there is a real opportunity for promoting research activity or of benefit to students in the College (e.g. with a conference booth, logo or banner display, or opportunity for informative leaflet distributions), and;
2. The conference is held in SA, and;
3. The conference is a national or international meeting with expected attendance of over 500, or if held on the Flinders University campus of over 100, and;
4. The maximum sponsorship contribution from the College to an individual conference will be \$5,000 and;
5. Under normal circumstances the College will only fund one conference application per individual, per calendar year.

Procedures

1. The sponsorship funding will come from the general College budget.
2. Applications will be considered by the Vice-President and Executive Dean or his delegate as they are received.
3. A maximum allocation of \$10,000 to be spent on conference sponsorship per year.

Applications should be lodged electronically to CSE Finance via CSE.Finance@flinders.edu.au, with a cc to Research support CSE.Research@flinders.edu.au.

PROPOSER/CONFERENCE DETAILS

Name Proposer:

Conference information:

1. Conference Title:

2. Conference location:

3. Dates

From:

To:

4. Number of expected attendees:

5. Is the conference a national or international recognised conference?

6. Why do you consider the conference to be of sufficient importance to attract College funding?

7. How does the conference relate to a research focus in the College?

8. Please provide details of your contribution to the conference organisation

9. How will the College sponsorship be recognised by conference delegates? (*e.g. conference book, logo/banner, leaflet*)

10. How will sponsorship of the conference benefit the College?

FINANCE

11. Funding

Funding requested from the College \$

PROPOSER SIGNATURE

12. I certify that details on the form are correct and that I support the visit

Applicant Signature:

Date:

COLLEGE APPROVAL

13. Application Approved Not Approved by Dean (Research)

If approved: for funding amount \$

If not approved, please provide reason why

Signature:

Date:

14. Confirmation of availability of funds

Director, College Services, College of Science & Engineering

Signature:

Date: