



UNIVERSITY OF TORONTO ENGINEERING SOCIETY

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Miscellaneous Conference Funding

Introduction

It is in the interest of the Engineering Society that all undergraduate engineering students who wish to attend an academic conference or design competition to represent Skule, EngSoc and the University of Toronto to the engineering community have the opportunity to do so, without being restricted by financial needs. All undergraduate engineering students may thus apply for a subsidy from the Engineering Society to attend an academic conference or design competition that clearly demonstrates these points.

Eligibility

Expenses eligible for reimbursement include any travel, accommodation, and registration costs related to the conference/competition. Students may apply as individuals or as members of a club attending a conference or competition as a group. A club executive need apply only once on behalf of all attending members. Please keep in mind the following points:

- (1) Individuals can only be approved for conference funding once per fiscal year, whether as an individual or with a club
- (2) This fund only applies to conferences that students/clubs attend, not direct or organize. Please apply for Affiliated Club Funding and Special Projects for student run initiatives.
- (3) The Engineering Society reserves the right to compare your application against others as funding is limited.
- (4) Students applying for conference funding must be Undergraduate Engineering Students at the University of Toronto.

Finances and Logistics

While the Engineering Society does its best to accommodate all applications, the Miscellaneous Conference Fund is limited. The following restrictions thus apply:

- (1) The maximum amount that may be received is 25% up to \$200 of the expenses associated with the conference/competition, per individual
- (2) A maximum amount of \$2000 may be allocated towards each conference/competition
- (3) The conference/competition costs must occur between June 1, 2015 and May 31, 2016. If the expenses occur in the next year, you will need to submit an application after May 31, 2016.
- (4) The funding pool is limited - it may be possible that the funding pool be exhausted before you apply. Applying early with cost estimates is encouraged.



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To Apply

Each application must include all components listed below.

1. Submit a request for funding by email to the Secretary of the Finance Committee (finance.secretary@skule.ca). The request shall contain the following:
 - a. A brief description of the conference/competition
 - b. A summary of the benefits and opportunities it provides to attendees
 - c. A summary of the benefits of attendance for the Skule Community, EngSoc and the University of Toronto
 - d. A breakdown of expected costs for the event including supporting documentation such as quotes, invoices or receipts
 - e. The amount requested
 - f. Any additional considerations which may influence the committee's decision
2. Submit a conference review by email to the Secretary of the Finance Committee (finance.secretary@skule.ca). The request shall contain the following:
 - a. A brief description of what occurred at the conference and its actual value to attendees
 - b. A list of any prizes or awards won by attendees at the conference
3. Submit a completed cheque requisition form with original purchase receipts attached to the Engineering Society Office. The form can either be downloaded from skule.ca or picked up at the Engineering Society Office.

Please note that this is funding process is continuous; you will be contacted by email after your submission has been processed. If you submit the first part of the application before the conference the Finance Committee may confirm your funding amount beforehand. This funding will only be released once parts two and three of the application have also submitted. Please allow 1 month to process your application.

For any questions regarding the application process or conference funding, please email finance.secretary@skule.ca with the subject line: "Conference Funding: (name of conference)".

Good luck and enjoy your conference