

DIVISION OF SOCIETY, CULTURE, MEDIA & PHILOSOPHY

Application Form for HDR Conference Organization Funds

PRINCIPAL APPLICANTS/ORGANIZERS

Name:

Department:

Name:

Department:

Name:

Department:

Name:

Department:

Name:

Department:

Date of Application:

In all cases, a proposal should be prepared by the Student Organiser/s, discussed with the Department/s concerned, and submitted with this application, completed and duly signed by the Student Organiser/s, by the Principal Organiser to his/her Principal Supervisor (PS). There should be a designated Academic Adviser. An Academic Adviser should be prepared to support the conference fund application and take a role in advising the organisers and play a role in reviewing progress. If the Principal Supervisor is not the Academic Adviser, an alternative should be sought. If more than one PS or equally involved, one PS can sign the application, commenting on the arrangements between Departments or Supervisors. Conference organisers should seek the support of Supervisors and Advisers regarding accessing funds for visitors made available to Departments by the Division Research Committee.

Amount Requested.....

Attach a two page proposal that includes the following information:

1. Description of proposed conference
2. Academic rationale for the Conference (comment on inter-disciplinarity)
3. Advertising proposal
4. Reporting plans (A post conference report is required by the HDR Committee)
5. Principal organisers with responsibilities identified (An academic needs to be identified as Academic Adviser)
6. Timeline
7. Budget

Attach invoices/receipts

