

HBI International Strategy Symposium and Conference Grant

Rationale: This program is intended to support/sponsor symposia at international conferences or other events deemed of benefit to its members and trainees in order to help raise international awareness of the Hotchkiss Brain Institute.

Eligibility:

- The applicant must be a full member of Hotchkiss Brain Institute and should normally be the Chair or designated organizer of the session.
- Conference or session content should be relevant to the research and training goals, or deemed of interest to faculty or trainees of the Hotchkiss Brain Institute.
- There should be an avenue for raising awareness of the Hotchkiss Brain Institute (e.g., HBI logo in program/slides of the session, mention of the HBI support in the opening remarks, HBI logo on conference support slides).
- The location of the meeting should be outside of Canada.

Use of Funds:

- Funds are provided to the conference and/or symposium organizers and are unrestricted in their use.
- Ideally, these costs would support travel for speakers of the session, or support for trainees (e.g. registration waivers, travel costs, presentation awards).
- The maximum amount available for a conference, symposium or workshop is Can \$5,000.00* for speaking HBI members and up to \$1500* for non-speaking HBI members eg. poster presenters.
*Subject to the availability of funds

Application Process:

- Applications may be submitted at any time of the year, but must be received a **minimum of two months prior to the proposed visit**.
- Applications are to be submitted to Travis Kerr at travis.kerr@ucalgary.ca.
- Applications will be assessed by the HBI International Strategy Committee. Both the requested amount and the potential exposure benefits in the context of the overall budget will be evaluated. Successful applicants will receive a Notice of Award with further instructions for the transfer/collection of funds.
- A brief report on how the funds were spent must be submitted no later than 1 month after conclusion of the meeting.

HBI Internal Strategy Symposium and Meeting Grant Application

Name of Conference:

Name of Sponsoring Organization:

Meeting location:

Expected numbers of attendees (including trainees):

Requested Amount (up to \$1500-\$5000):

Primary Use of Funds:

The primary audience (e.g., researchers, clinicians, knowledge users):

How will the HBI be recognized as a sponsor? (e.g., logo in program, mention of HBI in the opening remarks)

Please attach the tentative program, including names of speakers and titles of talks.

Signature of Applicant

Date