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# Conference/Symposium Fund (Virtual, Hybrid, In-Person Events)

## Terms of Reference

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### Purpose

The Conference Fund supports international, national, and provincial conferences/symposiums that contribute to scholarship and are sponsored or hosted by the University within Alberta. The funding for the Conference Fund is provided by the Office of the Vice-President (Research) & Innovation and is administered by the Office of Research, Faculty of Medicine & Dentistry.

To ensure maximum use and distribution of the limited University of Alberta funds available, applicants are expected to seek other sources of support in addition to applying to this fund.

### Criteria

1. Scholarly merit
2. Evidence of serious application for other funding
3. The identity and qualifications of key speakers (confirmed or tentative) and/or the general qualifications expected of other presenters
4. Conference registration should be open rather than by invitation only. Paid registration is strongly encouraged.

### Eligibility

The fund may only be used to support conference/symposium costs including: honoraria to speakers; travel, per diems, and accommodation for speakers; IT support, electronic conference platforms, registration fee management (UofA preferred supplier is [Groupize](#)); space and equipment rental; reproduction of materials and proceedings.

Each conference is eligible for only one conference grant. Full-time academic staff members in the Faculty of Medicine & Dentistry at the University of Alberta are eligible to apply.

### Ineligible

- Meetings of a purely consultative type, e.g., workshops and working groups.
- Faculty or departmental “research days”
- Courses or training sessions
- Retroactive applications

### Adjudication

Competitions are adjudicated by an interdisciplinary committee of faculty members. Incomplete applications will not be considered.

Successful applications will be awarded funding according to the following maximum amounts:

- **\$2,000** for international
- **\$1,500** for national
- **\$1,000** for provincial conferences/symposiums.

### Deadlines & Submission Instructions

Complete applications must be submitted by the **first of each month (or the first business day of the month if the first falls on the weekend or is a formal holiday)**. Applications will not be considered for conferences or symposiums occurring before the application deadline or in the same month as the application.

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Submit **one typed and signed** application to [vdradmin@ualberta.ca](mailto:vdradmin@ualberta.ca). Please attach any conference itineraries, speaker lists, brochures and/or advertisements to the application.

If you require assistance or additional information, please contact: [vdradmin@ualberta.ca](mailto:vdradmin@ualberta.ca).

### **Reporting Requirements**

Within 30 days after the conference/symposium, provide a brief summary outlining the success of the event and how the funds were used to:

Dr. Alan Underhill  
Associate Dean Research, Graduate Programs  
Office of Research  
213 HMRC