AINSE Conference / Workshop / Symposium Support Application

Funding support is available for *Event* (conference / workshop / symposium) organisers from AINSE-member organisations. This funding can be used to fund flights or online registration fees for students (undergraduate or postgraduate) from AINSE-member organisations who are delivering an oral or poster presentation at the supported Event.

Selection Criteria

- The steering committee for the Event must contain at least one committee member employed by an AINSE-member organisation.
- The Event must be relevant to nuclear science and engineering, and related research fields.
- The Event must align with the AINSE Mission, as demonstrated within the "Description and Purpose of Event" field of the application form.
- The Event must align with ANSTO policies on diversity and inclusion, as evidenced by a **Diversity and Inclusion Plan** for the Event submitted alongside the application form.

Application Process

Applicants must fill in the AINSE Conference / Workshop / Symposium Support Application and email this form, together with their Event Diversity and Inclusion Plan, to AINSE (applications@ainse.edu.au). Receipt and notification of the application outcome will be in the form of an email from AINSE.

Terms and Conditions of Funding

- The Event support amount granted for funding will be outlined in the notification email from AINSE;
- AINSE must be recognized as a sponsor of the event with placement of the **AINSE Logo** on all Event material, including the official website. Presentations and/or posters delivered by supported students must include the AINSE Logo. The AINSE logo can be requested from the AINSE Secretariat (enquiries@ainse.edu.au) and will be provided to successful applicants in the notification email from AINSE;
- Funding is to be used for students from AINSE member organisations, for online registration fees, OR for flights ONLY to and from the supported Event;
- The recipient of the funding is responsible for coordinating all student flights to the agreed funding amount;
- AINSE will only support economy class flights, and no fully flexible fares, in order to ensure more students have the opportunity to attend the event;
- The applicant must ensure that funds approved are used to support travel in a fair, diverse and equitable fashion, ensuring that:
  - o Students from all AINSE member organisations are able to apply; and
  - o At least one suitable applicant from each university is given priority for funding, so as to distribute the funding across as many AINSE member organisations as possible; and
  - o The full funding amount is utilized for student support; and
  - o That the selection process adopted does not exhibit favouritism or bias.
- AINSE must be offered at least 1 registration to the event, and a speaking slot of minimum 10 minutes' duration.

Funding Allocation and Invoicing

AINSE offers two options for funding payments, once funding is approved:

1. AINSE will accept an invoice from the recipient receiving the funding to the amount of the support funds prior to the event; or
2. The recipient of the funding can book the travel OR online registration for the students and then claim back the support funds via an invoice back to AINSE post-event.

For both options, receipt of expenses must be supplied to AINSE, including a list of students and their affiliated universities, no later than three (3) weeks after the event. Any unexpended funds from the conference support must be returned to AINSE. **Advertisement of AINSE Support prior to receipt of funding approval will result in the application being deemed ineligible.**

AINSE Funding is limited to a maximum request of A$5,000.

AINSE Conference / Workshop / Symposium Support Application Form

Applicant (Conference Organiser) Information:	
Given Name:	
Family Name:	
University / Institution:	
Department:	
Email address:	
Contact phone number:	

Conference / Workshop / Symposium Details:		
Event Type:		
Full Name of Event:		
Event Website:		
Event Dates:	Start:	End:
Event Venue:		
Description and Purpose of Event: (must show how the Event aligns with AINSE's Mission as detailed on the AINSE website: ainse.edu.au/mission/)		

Budget Details: (Please provide a high-level overview of <u>all</u> expenses associated with the Event)	
Amount of Funding Support sought from AINSE	**A$**
Details of what the Funding Support from AINSE will be used for:	
Details of Funding Support from Other Sources that is <u>already approved</u>.	
Expected number of attendees	AINSE Member Students: AINSE Member Academics: Other Delegates:

Required Attachments:

☐ I confirm that I have attached a **Diversity and Inclusion Plan** for the Event to this application.

(This document must describe the steps taken to achieve diversity and inclusion among the steering committee members, speakers, and participants of the Event).

Declarations:

AINSE's Privacy Policy explains and summarises how AINSE collects, uses, and protects your information, including the Personal Information that you may provide us or that we may collect from you as you interact with us.

Please read AINSE's Privacy Policy at ainse.edu.au/privacy-policy/.

☐ I confirm that I have read AINSE's Privacy Policy.

☐ I certify that the information provided is true and complete to the best of my knowledge.

Full Name of Applicant:	
Signature:	
Date:	

Return the completed SIGNED and DATED form to applications@ainse.edu.au.