

Anne Robinson Clough Conference Grant Application Form

Sponsored by the Anne Robinson Clough International Student Endowment Fund and Office of International Education

Family Name: _____	Given Name: _____
Address: _____	
Phone: _____	Email: _____
Grad <input type="checkbox"/> Undergrad <input type="checkbox"/> Academic Year at Georgia Tech _____	GT ID: _____
Program Department: _____	

Conference Participant Categories: Academic Conference

Leadership Conference

Conference Name: _____

Conference Date: _____

Are you presenting at this conference: Y N

Prior Conference Activity: (Regarding attendance of Conference of Grant application)

I have not previously attended. The last conference I attended was _____ (specify year)

List any other conferences you have attended in your time at Georgia Tech:

Have you applied for this grant before? Y N

Estimated Travel Cost Information

Please complete the information below as accurately as possible based on estimated travel costs. The Review Committee will use the information to determine the grant award up to the maximum grant amount of \$650.

1. Departure Point/Date: _____ Destination/Return Date: _____
2. Conference Registration Fee: \$ _____ (Please print out registration page with proof of fee)
3. Estimated Amount Based on Transportation Mode: (Check one and complete related information.)
 Airline/Rail/Bus estimated total cost of lowest available fare: \$ _____
 Automobile estimated total cost based on _____ miles: \$ _____
4. Lodging for expenses related to attendance **and** based on the shared cost of a double occupancy room.
_____ Nights @ \$ _____ (room rate plus tax): \$ _____
5. Total Cost of Travel and/or Lodging (add #2 and #3) \$ _____
6. Estimated Need for Funding \$ _____
7. List Other Funding received for the conference

Conference Description

Please attach a fifty (50) word summary of the conference.

Statement of Purpose

Please describe your interest in the conference and how your participation will benefit you personally and professionally. Please also include a list of objectives you hope to accomplish during the conference.

Letter of Support from relevant Georgia Tech Department

Please attach a letter from your academic school supporting your application and attendance to the conference. If applying to academic conference, letter should be from the academic advisor or graduate coordinator. If applying to a leadership conference, letter should be from Leadership organization/Department.

Signature _____

Date: _____

Complete APPLICATION MUST BE RECEIVED AT OIE 30 DAYS PRIOR TO CONFERENCE

****Please be aware that the conference grant may be applicable to taxes. ****

<p>Applications should be sent to: Gwen Fernandes Office of International Education 631 Cherry Street, Savant Building, Suite 211 Atlanta, Georgia 30332-0284, USA You may also fax applications to Gwen Fernandes' attention at 404.894.9682 Scanned applications may be e-mailed to gwen.fernandes@oie.gatech.edu</p>
