MSS Conference Funding Information:
The Basics to Get You Started

What is the Conference Funding Program?
- The conference funding program is an MSS student-oriented incentive whose goal is to provide financial assistance to students wishing to further their knowledge by participating in medical conferences

Who is eligible?
- Medical Students wishing to attend conferences in their field of interest

How much money is available per year?
- Conference Fund:
  - Maximum of 300.00CAD per person per conference
  - Maximum of 600.00CAD per conference (based on two (2) people attending)

When can I apply?
- You may apply retrospectively (if you attended a conference in the past 6 months)
- Funding will therefore be provided for conferences between: December 1st 2023 and June 20th 2024
- No funding will be provided for conferences that took place before December 1st, 2023
- People wishing to attend conferences that will take place after June 20th, 2024 will be eligible for the next application period, in Fall 2024.

How do I apply?
- Complete the Conference Funding application form (below) by May 15th**, 2024 @ 23h59** and submit it via the Google Form linked below.
  - **<u>*Late applications will not be considered*</u>**

What criteria are used to assess how much funding I am eligible to receive?
- Relevance of the subject of the conference (Medicine-oriented topics only)
- Magnitude and importance of the conference
- Reasons for attending and role of student at conference (attending / presenting / hosting)
- Appropriateness of the proposed budget
- Possible advantages to the Faculty of Medicine and Medical Students

When do I find out if I have been chosen to receive funding?
- By June 20th, 2024–via email.

When do I receive my funding?
- After *<u>submitting all receipts</u>* in a single PDF document via the Conference Funding Google Form
- After submitting a conference summary describing the strengths and weaknesses of the conference/initiative

Questions or Concerns Pertaining to
Conference and Initiative Funding? Please contact Sarah Petrecca – MSS
VP Finance: mssvpfinance@gmail.com .   Thanks – and good luck.

CONFERENCE FUNDING APPLICATION FORM

Note: Please answer each question using as much space as required. Please conserve the structure of this form. Note that the aim of this proposal is to clearly describe the conference in order to educate the MSS about the implications and benefits of your experience. Funds will be allocated based on the criteria previously outlined in the Conference Funding Information Document.

IMPORTANT:
Please save your application form with the following title: **W2024_Last name_First name_ConferenceFunding**
Please save your application form as a PDF file
Please remove the first page (with all the information) before submitting in the application form

Please fill out the Google Form and use it to submit this form (PDF format):
https://forms.gle/8vaCV6wprC4Xk1yY8

Conference information
Conference name:

Association hosting the conference:

Conference dates:

Conference location:

Subject of conference:

Past and projected attendance to the conference:

Reputation and history of the conference:

Role of applicant in the conference

Type of presentation (podium/poster) (*only if presenting)*:

Project presented by the student (*only if presenting*):

Why are you attending the conference (please be specific):

How will you benefit from participating in this conference (please be specific):

Budget:

Category	Amount
Registration fee	
Transportation (specify if plane, train, car or other)	
Hotel	
Other (please be specific):	
Amount refunded by other sources of funding (ex: PI refunding registration fee, grant received to attend conference, etc.)	
PROJECTED TOTAL EXPENDITURES (Please keep in mind that the MSS grants a maximum of 300$/student/conference)	

Comments on budget:

Additional information (include RECEIPTS here):