

Conference Participation Support Guidelines

Conference participation is an important part of a student's development as a professional scholar. Participation takes many forms, including presentation of papers or posters, commenting on the work of others, or participation in panel discussions. In some disciplines, it is important for students to attend conferences even if they are not part of the program.

Conference participation support is subject to both annual and career limits. Any form of conference participation may be funded, subject to approval of the DGS and Advisor. Students are advised to keep the career limit in mind when making decisions about conference participation.

All applications for conference support will be reviewed by the Graduate School to be sure that student is eligible and that the budget is not excessive.

Eligibility

- Students must be enrolled in an eligible Emory doctoral program at the time of the conference (all programs except Anthropology, Biomedical Engineering, and GDBBS).
- Students must be in good standing at the time of the application, in the Graduate School as well as in their programs.
- Students may not have more than one incomplete at the time of application.
- Students must have submitted reports on all previous completed PDS awards.

Support

- Any conference participation is supported, including presentation of papers or posters, commenting, panel discussions, and simply attending. The DGS and the student's advisor determine whether a conference has scholarly merit, and whether the form of the student's participation is appropriate.
- Conference support is limited to \$650 per academic year and \$2,500 over a student's career. Within the annual limit, students may apply for multiple conferences in the same year.
- In exceptional circumstances, up to \$1,000 may be awarded for participation in a conference that requires international travel. The full amount of the award will count towards the career limit.
- Support is limited to travel to the conference site, half double occupancy room, conference registration, and \$25 per diem. More information is in the Expense and Budget Guidelines document, available on the Graduate School website.

Review

- Advisor and Director of Graduate Studies review requests and approve them on the basis of the conference's scholarly merit and its value to the student's doctoral education.
- Students submit the application form (signed by Advisor and DGS), a budget, an abstract, if applicable, or a description of how conference participation will fit into their program of study.
- Applications are due on or around the 15th of each month, and will be considered within two weeks. For precise dates, consult the PDS Calendar document, available on the Graduate School website.
- Students who receive awards must submit to the Graduate School a brief report within 30 days after the conference presentation.