

**APPLICATION FOR GGBN 2023 CONFERENCE TRAVEL SUPPORT**

**Application Deadline: April 1, 2023**

GGBN is starting a travel support program in 2023 designed to assist members with the costs of attending the network’s meetings. While any GGBN member can apply, preference will be given to participants from upper middle income, lower middle income and low-income countries,\* with additional consideration given to the value of the individual’s participation at the conference either for the member institution or for GGBN. The number of travel support recipients will be determined by the GGBN 2023 Conference organizing committee and be dependent on the number and quality of the applicants.

Those receiving travel support are required to make either an oral or poster presentation at the meeting and to be first author on the presentation. Notification of support is contingent on the acceptance of the applicant’s abstract by the organizing committee.

All applicants will be notified by April 15, 2023. For those receiving travel support, directions will also be provided regarding how to book your travel. *Please do not make any travel arrangements until receiving further instruction, as doing so may disqualify you from receiving support.*

Please submit the following to ggbn@si.edu no later than April 1 to complete your application:

* + Completed application form
	+ Copy of paper/poster abstract you intend to present.
	+ Letter of support/recommendation from senior professional, supervisor, mentor, department head, or director that knows your work (sent directly from the recommending individual to ggbn@si.edu)
	+ In case your institution is already a GGBN member, then also a letter of support/recommendation from GGBN primary contact from your institution (also sent as a separate email to ggbn@si.edu)

**Application Form**

|  |  |
| --- | --- |
| Name |  |
| Institution |  |
| City and Country of Institution |  |
| City and Country of Residence |  |
| Email address(es) |  |
| Anticipated travel dates  |  |
| Anticipated departure and arrival airports |  |
| Are you receiving any additional funds to attend this meeting? | Y | N |
| Is your institution a current member of GGBN? (If not, please contact us directly at ggbn@si.edu for information on joining). | Y | N |
| Are you presenting a paper or a poster? |

Respond to each of the four questions below, limiting your response to 400 words total.

1. Give a brief description of your current position, duties, and number of years in your institution.
2. How will your attendance at the GGBN conference strengthen your career as well as your work at your institution? (Students - How will your attendance strengthen your future career? How will it help you meet your goals in your profession/field of study?)
3. How will your attendance at the GGBN conference support GGBN goals (<https://wiki.ggbn.org/ggbn/About_GGBN#Goals>) either for your institution or for other member institutions?
4. I need financial assistance because…

Please indicate your anticipated travel costs and your specific support request (in USD):

|  |  |  |
| --- | --- | --- |
|  | Anticipated Travel Costs | Support Amount Requested |
| Travel (Air and/or Ground) |  |  |
| Lodging |  |  |
| Meals |  |  |
| Other (list) |  |  |
| TOTAL |  |  |