School HDR Candidate Conference/Workshop Funding Guidelines

**Background**
The School understands the importance of HDR candidates attending and presenting at conferences and workshops within the related field of research. Attendance helps build networks and explore opportunities in your research area.

Presenting at conferences allows you to develop valuable skills in communicating your research to important industry contacts.

In recognition of the importance of conference and workshop attendance the School of Mathematical and Geospatial Sciences will provide funding for HDR candidates to attend such events in Australia.

**Criteria**
In your first year of candidature:
- The School will fund attendance at one domestic conference/workshop
- It is not mandatory to have a paper accepted for presentation although it is preferred.

In your second year of candidature:
- The School will fund attendance at one domestic conference/workshop
- You must have submitted and been accepted to present your paper at the conference. Written proof of acceptance must be provided.

In your third year of candidature:
- The School encourages you to attend an international conference.
- You must apply for funding through the School of Graduate Research. Please visit the SGR website for guidelines ([http://www.rmit.edu.au/browse;ID=7kngieoj7kwk](http://www.rmit.edu.au/browse;ID=7kngieoj7kwk))
- Funding is not provided by the School

**Funding provided by the School (Domestic conferences/workshops only)**
- Return budget airfare
- Early bird registration fee. If you miss the early bird deadline you will be liable to pay the balance
- $180 living allowance per day (accommodation, meals and incidentals)
- For conference/workshops attended in Melbourne only registration will be paid

**Guidelines (Domestic conferences/workshops only)**
- You must discuss the proposed conference/workshop with your Senior Supervisor/s prior to lodging a funding request to the School. The conference/workshop must be of significant status and relevant to your PhD/Masters research.
- You are not eligible to receive funding if you have applied for an extension beyond your maximum submission deadline.
- You must adhere to the RMIT Travel Policy. The University policy relating to insurance, security and class of travel applies to all RMIT HDR candidates.
- All travel arrangements must be made through the RMIT Travel Portal, Trobexis.

**Procedure**
- Discuss the proposed conference/workshop with your Senior Supervisor/s.
- Fill out the HDR Candidature Conference/Workshop Attendance Form. The form must be signed by yourself and your Senior Supervisor/s.
- Lodge your HDR Candidature Conference/Workshop Attendance Form with the School HDR Administrator at least one month prior to the conference/workshop.
- The School HDR Administrator will seek approval from the relevant Discipline Head and the Head of School.
- If your application is approved the School HDR Administrator will contact you to organise travel arrangements.