Funding Request: AMS Conferences and Symposiums

This form is to be used by AMS Conference Program Chairs to request funding for conference and symposium activities authorized by the AMS Council. Please complete all applicable sections of the form and forward to your lead meeting planner no later than 9 months (for student awards/travel grants – 15 March for Annual Meeting) - or 3 months for other requests (15 October for Annual Meeting) before the conference/symposium for clearance and approval.

Sponsoring Commission/ Committee:

Conference Title:

Conference Dates:

Conference or Symposium to be held at the AMS Annual Meeting? _____ YES _____ NO

The following are AMS authorized activities. Enter dollar amounts requested and read and agree to the Guidelines regarding advertisement of student awards and conflict of interest when judging. **Total request cannot exceed $1500**.

$	1. Student paper **awards** for oral and/or poster presentations at the conference or symposium. *A maximum individual award allowed is $200. The AMS can provide certificates, but plaques are not permitted. Most committees give out 2-3 oral and 2-3 poster awards, but it is up to you to decide the number appropriate for your conference/symposium, especially as not every conference has both oral and poster presentations. Along with the monetary award, winners could receive an AMS reference book. If you plan to provide a book as a prize, please include which reference book you would like to award and the cost of each book on this form.* **a.** Do you agree to form a panel to judge the student presentations fairly and avoid conflict of interest concerns among the judges? _____ YES (see Guidelines shown below) **b.** Do you agree to advertise the student awards in your Call for Papers, on the conference student opportunities page, on your STAC web site and via all emails sent out regarding the conference? _____ YES **c.** Award amounts for oral presentations (you determine how many awards to give): $_____ First Place; $_____ Second Place; $_____ Third Place; $_____ Honorable Mention **d.** Award amounts for poster presentations (you determine how many awards to give): $_____ First Place; $_____ Second Place; $_____ Third Place; $_____ Honorable Mention If you use a different name for your awards, please let us know here _____
$	2. Student presenter **travel** allowance (registration, transportation, lodging, food – see page 2) **a.** Do you agree to advertise the student awards in your Call for Papers, on the conference student opportunities page, on your STAC web site and via all emails sent out regarding the conference? _____ YES **b.** Will you form a panel to judge the applications fairly and avoid conflict of interest among the judges? _____ YES **c.** Anticipated number of travel awards and amounts: _____ **d.** Deadline for student presenter travel allowance applications (recommend 2 weeks after acceptance notifications are sent – 15 October for Annual Meeting)_____ **e.** Date winners for student presenter travel allowance will be notified:_____(recommend 1 month after acceptance notifications are sent – or 1 November for Annual meeting)
$	3. Invited paper **abstract fee** waiver (abstract, extended abstract, and recording) $95 each Number of anticipated waivers: _____
$	4. Invited speaker **travel** (registration, transportation, lodging, and food) Name(s) of Invited Speaker(s):
$	5. **Special programs** (for example: networking session to allow students to meet professionals in their chosen interest area). Describe the special program on the space provided on page 2.
$	**TOTAL** (Note: $1500 is the maximum amount)

Requested by _____ Date _____
(name and title)

Telephone number _____ E-mail _____

Approval by_____ Date _____

Guidelines for all Student Awards

When determining the winners of student best paper (oral or poster) and travel awards, the selections should be based upon input from a group of independent judges. On many occasions, these judges are board/committee members, as judging often is considered part of the responsibilities of membership. However, students competing for these awards may be advised by board/committee members, thus creating a real or perceived conflict of interest or bias. When this situation occurs it is recommended that the judges selected have no professional relationship (adviser, teacher, same university or organization) with the students or their advisers. This may require asking other meeting attendees to serve as judges. Best practice is to always have some judges selected from outside the

AMS board/committee when practical. However, adding judges from outside the board/committee also can raise fairness issues as these judges may have students at the meeting. A judging approach may need to be developed in which the judges only evaluate a subset of the student papers and results from several judges combined in order to remove clear conflict of interest situations. Since it is very difficult to design a set of guidelines that covers every possible situation, the AMS board/committee members are responsible for ensuring that the award selection process is as fair and unbiased as possible given the constraints of the meeting and its attendees.

In the special case when a student member of a board/committee is being considered for a paper or travel award, then the board/committee needs to be especially careful and sensitive to perceived conflict of interest. Here it is recommended that a majority of the judges be from outside the board/committee, have no professional relationship with the students being considered or their advisers, and board/committee members should recuse themselves from voting when the student member paper/application is discussed.

Once winners are chosen, the Program Chair should contact them, and copy the lead meeting planner so he/she can follow up with the winners for mailing address. Travel award winners should be notified 1 month after acceptance notifications are sent.
Best student presentation award winners should be notified 1 week after the conference concludes. An example Best Student Paper or Poster Sample Evaluation Form, as well as other resources for student awards, can be found on the STAC Chair and Member Information Page under the Meetings link. They will also be circulated by your lead meeting planner via email.

Student presenter travel allowance

This allowance is designed to cover registration fees, transportation costs, food and lodging for students presenting poster or oral papers. Travel reimbursement occurs after the meeting. Registration should be handled prior to the travel and during the registration period where possible. Winners should work with their AMS lead meeting planner for both reimbursement and registration.

To apply, students should be asked to prepare a short written statement (no more than one page) declaring their financial need and circumstance, relevance of their research to the conference, how they will benefit from attending the conference, and a copy of their abstract for the meeting. A deadline for application should be clearly noted. The selection committee will evaluate and vote for student award winners based on the written statements with names/affiliations removed. See Guidelines for all Student Awards (above) for more information.

Please note that this student presenter travel allowance is not the same as an AMS travel grant. An AMS travel grant is limited to students NOT presenting a paper at the conference. For more information on student funding grants, see the AMS web site: http://www.ametsoc.org/amsstudentinfo/stg_info.html

Invited speakers

Abstract fee waivers

- Program chairs should decide, before abstract deadline, whether they would like invited speakers to submit their own abstracts into the online submission site or whether they, the program chairs, will enter the abstracts for invited speakers:
    - If abstract fee waiver recipient will submit his/her own abstract, program chair should instruct them to submit their abstract per usual by the abstract submission deadline, but on the payment screen, they should choose “Purchase Order/PO” as payment type and write “PCF Funds” as PO number.
    - If program chair will submit for the abstract fee waiver recipient, he/she should submit the abstract per usual during the program organization stage, but on the payment screen, they should choose “Purchase Order/PO” as payment type and write “PCF Funds” as PO number

- All names for abstract fee waiver recipients should be provided to the lead meeting planner by the time acceptance notices are sent (so that invited speakers are not billed for abstract fees). Program chair should also inform lead planner at the time if the abstract should be marked as “Invited Presentation” in the program.
- If abstract fee waiver recipient will not also receive travel funding (such as registration), he/she should be informed by program chair.
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Special Programs

This funding category allows conferences or symposiums to host special events for the professional development of members and students. For example, a conference could host a meeting to allow students to network with professionals in their chosen discipline.

Explanation and Justification: