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**Teaching and Learning Conference Travel Fund**

Please complete this form, and email a completed copy to [teachingcentre@uleth.ca](mailto:teachingcentre@uleth.ca)

NOTE: In order to qualify for this fund, applicants must be one of the following; tenured, hold a tenure-track position, hold a 3-year term or a continuing appointment.

**Application for travel funding to attend an interdisciplinary teaching and learning related conference**

**Name of Applicant:**

**Faculty:**

**Department:**

**Phone Number:**

**Email:**

**Conference Name/Title:**

**Conference Location:**

**Conference Dates:**

**Conference URL:**

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Please check which best applies to you, and provide your reasoning in the assigned boxes below. Please keep your responses to 150 words or less.

**FIRST PRIORITY:**

Faculty members, librarians, and instructors who have received notification that their session(s) have been accepted for presentation at a teaching and learning conference. It is the responsibility of the applicant to provide the Teaching Centre with written proof of such participation (e.g., email of acceptance of paper, copy of program, etc.). Please note that the title of the paper, poster, or presentation is required on the application.

**SECOND PRIORITY:**

Faculty members, professional librarians, and instructors who are attending but are not presenting at a Teaching and Learning Conference. It is the responsibility of the applicant to provide the Teaching Centre with written documentation to support their application. Please note that due to limited resources second priority applications may not be funded.

**CONFERENCE RATIONALE:**

If the conference/workshop is not on the [list of pre-approved conferences](http://www.uleth.ca/teachingcentre/travel-fund), please provide a short description of the event. Highlight specifically on how this conference is cross-disciplinary and focuses on post-secondary teaching and learning.

**CONFERENCE BUDGET:**

Please include an estimated budget for this conference.

**DISSEMINATION STRATEGY:**

The recipient of a Teaching and Learning Travel Fund allocation has a mandatory requirement to report on and highlighting learnings from the conference. This report may be written as an article for inclusion on the Teaching Centre website or the Firefly newsletter. Workshops or presentations via the Teaching Centre are also options for dissemination.