DEPARTEMENT OF ECONOMICS STUDENT
CONFERENCE PRESENTATION TRAVEL GRANT APPLICATION FORM

Proposal No (To be completed by Department Administration): ____________________________

PART A - To be completed by applicants

1. Applicant
   □ Mr □ Miss □ Dr
   Name (Surname): __________________ (Other name): ________________________________
   Position: (check one) Student - □ Full-time PhD □ Full-time MPhil □ Full-time Final-year UG
   Student ID: ________________________________
   Tel: ________________________________ UST E-mail address: ________________________________

   Date of start of graduate studies (for PG)/ start of undergraduate studies (for UG) _______ _______ Month Year

   Have you received any RTG awards in the past 3 years? □ Yes □ No
   (do not count RTG awards that have been officially withdrawn)
   If yes, please list date(s) of previous conference(s): __________________________________________

2. Non-local conference attendance in the past 12 months (from the date of the conference in current application)
   A. Total number of non-local conferences attended in the past 12 months: ________________
   B. Total number of non-local conferences for which approval has already been granted but travel has not
      yet commenced in the past 12 months: ________________
   C. Total number of non-local conferences in A and B supported by RTG: ________________
   D. Total number of non-local conferences in A and B supported by Department: ________________

3. Are you a Hong Kong PhD Fellowship Scheme (HKPFS) awardee? □ Yes □ No
   If yes, have you claimed HKPFS Conference Travel Allowance for this conference? □ Yes □ No
   (HKPFS awardee should apply HKPFS Conference Travel Allowance first)

4. Details of paper to be presented (attach all required documentation - see Explanatory Notes)
   Name of professional meeting: ________________________________________________________
   Sponsoring agency/society: ___________________________________________________________
   Date of meeting: ___________________________ - ___________________________ (DD/MM/YY)
   Destination: __________________________________________________________________________
Title of paper:


Authors of paper (all authors must be listed in correct order and their position must be indicated):

<table>
<thead>
<tr>
<th>Surname (eg. Chan)</th>
<th>Other name (eg. T. M.)</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Presentation mode of paper:

☐ Poster  ☐ Oral

For poster presentations, was the paper originally submitted as a poster?

☐ Yes  ☐ No

Will the applicant present the paper at the conference?

☐ Yes  ☐ No

Was the paper accepted based on a refereeing process?

☐ Yes  ☐ No

Will the paper be published in the conference proceedings?

☐ Yes  ☐ No

5. Deadline for early registration:

____________________________________________________________

6. Proposed start date of travel:

____________________________________________________________

7. Estimated total cost of travel (in HK$ - see Explanatory Notes for maximum allowed amounts)

A. Transportation (please itemise):

____________________________________________________________ HK$ ____________________

____________________________________________________________ HK$ ________________

B. Registration fees:

____________________________________________________________ HK$ ________________

C. Other Expenses (Hotel):

HK$ ____________________

Total (A through C) HK$ ____________________

8. Reason/Justification (Student should provide justification for quality of conference, such as the acceptance rate, names of presentor, etc)

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

9. Is this presentation awarded by RTG/HKPFS Conference Travel Allowance?  ☐ Yes  ☐ No
10. Amount requested from Department: HK$________________________

Note: Applicants should make sure they have valid visa when they apply for travel grant. Applicants are responsible for any expenses incurred should there be any delay or rejection of visa application.

Name of Supervisor(s)

<table>
<thead>
<tr>
<th>Title (Prof./Dr./Mr./Ms)</th>
<th>Surname</th>
<th>Other name</th>
<th>Dept</th>
<th>Email of Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Signature of Main Supervisor: __________________________________________________________

11. Signature of Committee/PG coordinator: __________________________________________________

12. Signature of Department Head: _________________________________________________________

**Explanatory Note for Department of Economics Student Conference Presentation Travel Grant Application**

1. For the successful RTG awarded conference, the Department will provide a USD $300 subsidy to help the student to cover the hotel expenses (for oversea conferences only, not including Asia). The student has to submit hotel receipt to claim for this subsidy.

   If the total number of conferences (3 for Ph.D students and 1 for MPhil students) sponsored by RTG (or in the case of HKPFS, the annual conference travel allowance of HK$10,000 for a period of up to 3 years) is exceeded, each student is qualified for the following conference presentation grant from the Department:

   a. Once for each Ph.D. student with a total amount (including air fare, hotel and conference registration) not exceeding USD $1000
   b. Once for each MPhil student in the first two years of his/her study, with a total amount (including air fare, hotel and conference registration) not exceeding USD $1000
   c. If the total number of times each Ph.D. student receive for Department Conference Presentation Travel Grant is less than two during his/her studies (MPhil + Ph.D.), he/she can apply for a USD$1,000 subsidy to attend AEA/EEA for job market interviews.

2. The Department will provide an application form for the Department Conference Presentation Grant for Graduate Student and **prior approval is needed**. The applicants should fill the form and get signature from the main supervisor, PG committee and Department head. In the application, the applicants should provide rigorous justification on why presentation in the conference will benefit his/her research and the quality of the conference, such as acceptance rate, the list of presenters, or other evidence about the quality of the conference. The applicant should also provide other supporting documents such as the acceptance letter.