Call for
„Conference Awards - Promotion of self-organized Conferences”

Program purpose

The program aims to support scientific events which are initiated and organized by doctoral candidates and postdocs of the TU Dresden. Selected events will be supported with funds up to 10,000 Euro per event. The purpose of the conference award is to promote the exchange of academic know-how and to strengthen the ability and skills of the doctoral candidates to plan, organize and carry out scientific events.

Support

This conference award supports doctoral candidates of the TU Dresden to implement and manage self-initiated and self-organized scientific conferences.

Within the frame of the conference award the following formats can be funded:

- Symposia
- Congresses
- Conferences
- Conventions and
- Workshops (only in combination with the above mentioned formats)

Funding is open for topics from all scientific fields and is not restricted to any discipline.

Requested events must have an interdisciplinary and/or international character.

If required, successful applicants will be supported with training modules tailored to their individual needs in order to professionally implement and administer the scientific event (in e.g., public relations, the room booking system of the TU Dresden and the procurement procedure for services).

No funding for

The following types of events are excluded from funding:

- Summer and winter schools
- Commemorative and tribute colloquia
- Annual meetings and similar large-scale events of scientific associations or parts thereof
- Follow-up events as well as regularly occurring meetings between largely closed groups of specific experts
- Satellite symposia taking place before or after a large-scale event
Eligibility

Eligible are doctoral candidates and postdocs of all disciplines together with a professor or young investigator of the TU Dresden. The organization team must consist of at least two members; at least one member hereof must be a doctoral candidate.

The applying organization team is requested to name one member from its middle who serves as main contact person/coordinator and acts as main applicant together with a professor or young investigator of the TU Dresden.

The membership at the Graduate Academy is mandatory for all applying parties including the applying academic supervisor or young investigator. Should the applying parties not already be members of the Graduate Academy, they must individually hand in their complete membership application including all necessary documents two weeks prior to the respective deadline at the Graduate Academy.

The planned event has to take place at the TU Dresden and/or in Dresden.

Extent of funding

The extent of funding per event is of a maximum of 10,000 Euro.

Funds can be applied for:

- Professional fees for selected active participants (guest speakers)
- Travel expenses, accommodation costs and daily allowances in accordance with the Terms and Conditions of the Saxon Regulations of Travel Expenses (SächsRKG)
- Catering costs for non-TUD participants up to a maximum of 1,500 Euro per event
- The preparation and distribution of information material
- Rental costs for the event premises and the required technical equipment
- Expenses for public relation and marketing activities as well as the establishment of a website (mandatory)
- A student assistant (studentische Hilfskraft) for up to a maximum of two months (for the preparation and organization of the event)

No funds are available for:

- Decoration, tips, presents, visa, translator, (health) insurances, business class tickets, funding of industrial parties, etc.
- Funding is to be settled in respect of the Usage Guidelines of the German Research Foundation (DFG).

Application documents

A complete application consists of the following documents:

- Application form* including the confirmation of financial need of the requested event
- Concept of the scientific event (max. 5 pages)
- List with details on the members of the organization team
- Scientific curriculum vitae and summary of the research focus/doctoral thesis of the team members including the GA-membership ID of all members of the organization team (which
includes the applying academic supervisor or young investigator)

- **Preliminary event program** including a time schedule and details on the respective event formats and the required premises
- **Preliminary list of speakers/active participants**, their home institution and area of studies (please state whether attendance is confirmed or not)
- **Budget plan**
- **Details on further sponsoring** (if applicable)

### Which conditions or criteria need to be met?

The following criteria will be used to assess applications and to make funding decisions by the board of the Graduate Academy:

- Quality of the entire application
- Complete application documents
- Application submitted by the due date (one PDF, electronically submitted)

### Application deadlines

**Application deadlines 2017/2018:**

- 31 October
- 31 March

If the period ends on a Saturday, Sunday or official holiday, it shall be extended until the end of the first following working day.

Approximately three weeks after the application deadline you will receive an acknowledgement of receipt. Please refrain from telephone inquiries in this time.

Notification of funding is generally made after about eight weeks of the respective deadline for applications.

### Start of grant

Should your application be successful, the earliest date on which funding will be available is **1 February 2018** (deadline: 31 October 2017) respectively **1 July 2018** (deadline: 31 March 2018). After expiration of the event a final report* has to be submitted to the Graduate Academy.

### Submission

Please submit the application by email only with the subject line “Conference Award” in due time to graduiertenakademie@tu-dresden.de. All application documents should be merged into only **one digital PDF-file**.

**Missing, incomplete or incorrect documents cannot be submitted/resubmitted after the application deadline.** Incomplete applications cannot be taken into consideration.

### Contact

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* These documents are available as downloads on the program website.