

Conference Fund Terms of Reference

Purpose of Fund

Memorial University benefits when it hosts conferences, workshops or seminars of various kinds. The Conference Fund has been created to provide one-time support to Memorial-hosted or co-hosted events. Conferences may be on campus, at a designated venue off campus, out of province or hosted virtually.

Eligibility and Funding Guidelines

- The Conference Fund is intended for small to medium scale events where anticipated registration is less than 300 participants.
- Eligible expenditures include travel and fees for keynote speakers, venue rentals and/or hosting costs, printing costs, and rental of equipment. The Conference Fund does not pay for salary costs associated with hosting events or for gifts to be given to keynote speakers or participants.
- The Conference Fund does not provide funding for individuals to travel to conferences or pay registration fees for faculty, staff or students to attend conferences or events.
- The funding is one-time only. Once a conference or event receives support from the Conference Fund, that initiative cannot reapply to the Fund. Therefore, annual conferences can only apply once even if the venue or title of the conference changes.
- The function must involve a gathering of individuals from one or more units to discuss matters of common interest with the intent of producing a recordable outcome that is strategic in nature and beneficial to Memorial University's institutional objectives. Initiatives that are operational in nature such as departmental workshops, unit retreats, and general meetings including those involving multi-campus are not eligible for this fund.

Annual Allocation

A total annual budget of \$50,000 is provided on an annual basis to be cost-shared by the portfolios of the Vice-President (Academic), Vice-President (Research), Vice-President (MI) and Vice-President (Grenfell). The contribution from each of the VP portfolios will be subject to adjustment as patterns of participation may require.

Application Process

Applications should be submitted to the Conference Fund Committee through the Office of the Vice-President (Research) (vp.research@mun.ca). The applications should include the following, where applicable:

- A brief description of the event including the nature of the event;

- Total budget including all associated estimated costs (e.g., travel, accommodations, sponsorship of speaker, reception, etc.) and expected revenue/support from all sources, including the requested amount of the Conference Fund;
- A confirmation of support (financial, in-kind and/or letter of support):
 - a) for Faculty/School that is non-departmentalized - confirmation of support should come from Dean/School Head/Campus VP;
 - b) for Faculty that is departmentalized - confirmation of support should come from the Department/Division via the Head and from the Faculty/Campus via the Dean/Campus VP;
- A description of the benefits for Memorial's institutional objectives and public profile;
- Details on whether the event is local, regional, national or international.

Adjudication

An allocation committee of representatives of the VPs will consider applications and approve funding within the annual limit. A call for applications will be issued three times per fiscal year (in alignment with each academic term).

Within three weeks of hosting the conference, a financial summary of the actual expenditure must be provided to the Conference Fund Committee.

In the event the conference generates a surplus, the amount advanced by the Conference Fund Committee or a portion thereof depending on the final revenue will be repaid.

Revised: December 1, 2023