

**Conference Fund**  
**Terms of Reference**  
**April 9, 2012**

**Purpose of Fund**

Memorial benefits when organizations come to the University for conferences, workshops or seminars of various kinds. A central fund has been created to provide support to Memorial-hosted or co-hosted events. Conferences may be on campus or at a designated venue off campus.

**Eligibility**

The Conference Fund is intended for regular conferences only and not large scale events such as Congress or Festival 500. Requests from students for attendance at conferences elsewhere are outside this Fund.

**Funding**

A total annual budget of \$50,000 will be 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. Any surpluses at the end of the fiscal year will be returned to the fund.

**Application Process**

Proposals for one-time support should be submitted to the Conference Fund Advisory Committee through the Office of the Vice-President (Research). A one-page description should include the following, where applicable:

- A brief description of the event for which funding is being requested;
- Total Budget Request, including all associated estimated costs (e.g., travel, accommodations, sponsorship of speaker, reception, etc.) and expected revenue from all sources, including Memorial units;
- A confirmation of support (financial, in-kind and/or letter of support):
  - a) for Faculty/School/Campus that is non-departmentalized - confirmation of support should come from Dean/Campus VP;
  - b) for Faculty/Campus 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;
- An indication of whether the funding is being sought to help leverage other support;
- 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). 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. Within three weeks of hosting the conference, a final report detailing activities and outcomes, along with a Banner printout showing any revenue must be provided to the Committee.