**ATHENAEUM CONFERENCE PRESENTATION APPLICATION FORM**

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| **Name** |  |
| **Department**  |  |
| **Contract Type**  | [ ]  Full time (FT) [ ]  Part time (PT) [ ]  Part time hourly paid (PTHP) |
| **Hours in a normal term-time week (if not FT)** |  |

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| --- | --- |
| **Conference Participation Type:**  | [ ]  Presenting a paper/performance[ ]  Chairing/participating in a panel [ ]  Leading a discussion or workshop If none of the above apply, you are not normally eligible for Athenaeum Award funding to attend a conference. We recommend speaking to your relevant department regarding professional development opportunities. |
| **Name, Location and Date of Conference:** *Please also provide conference URL if available.* |  |
| **Title of paper or other contribution to the conference:** |  |
| **Please confirm if your contribution has been accepted:** *Please include attachment with invitation from conference if available in your application.* | [ ]  My contribution has been accepted[ ]  My contribution has not yet been accepted[ ]  I’ve received an invitation to join a panelIf your contribution has not yet been accepted please provide further detail below.  |
| **Please explain why your attendance should be supported and what impact it will have both internally to the Conservatoire and externally? *(300 word limit)*** |
|  |

**Supporting Material Checklist:**

[ ]  Please upload a statement of support from your Head of Department or Line Manager.

***Before submitting this application, please be aware that The Research & Knowledge Exchange Department is not responsible for making the relevant bookings for your conference attendance and that all responsibilities and accountabilities for your trip administration are devolved to you.***

*Please tick here to acknowledge and agree to this* [ ]

***[The completed application form along with all other required documents should be uploaded online.](https://www.surveymonkey.com/r/ZCKSSZL)***