**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 panel  If 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)***