

# Otago Business School PhD Conference Support Application Form

\*Please note this application must be submitted to your departmental administrator a minimum of one month prior to the conference date.

**We strongly encourage that you have previously presented in a Departmental or School forum, or during a colloquium before presenting at an international conference.**

**1. NAME OF APPLICANT:** .....

STUDENT ID: .....

DEPARTMENT: .....

**2. PARTICULARS OF MEETING:**

a. Title of conference: .....

b. Venue: .....

c. Conference dates: .....

d. Form of presentation: .....

**3. PURPOSE OF ATTENDANCE (please attach a copy of your abstract/paper and acceptance notification from the conference organisers)**

a. Paper has been accepted for the conference? Yes/No

b. An abstract/paper is attached to this application? Yes/No

c. I confirm that I have previously presented in a Departmental or School forum, or during a colloquium: Yes/No

d. Please detail how attendance at this conference will benefit your PhD research and/or future career path? (give details below):

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e. Where an applicant plans to present more than TWO (2) papers at a single conference please provide some explanation for this and assurance of the ability of the applicant to do so.

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- f. Plans for ensuring the creation of a peer reviewed publication/s (e.g., journal article, book chapter, or paper in conference proceedings) based on the paper/s to be presented at the conference.
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#### 4. EXTERNAL FUNDING SOURCES

Have you received any other sources of funding for this conference (e.g. external funding to the School of Business and/or University of Otago)? If so, please list amounts secured. Please note that School PhD Conference Support is to a maximum of **\$2,500 over the entire term of PhD Study**.

<b>Funding body:</b>	<b>Amount received:</b>
<b>Total</b>	<b>\$</b>

#### 5. CONFERENCE COSTS

<b>Estimated costs (please attach quotes and/or receipts):</b>	<b>(in NZ\$)</b>
Return travel	
Conference registration	
Accommodation	
University Corporate travel insurance (no other policy can be reimbursed – see section 9)	
Specify any other expenses (please list):	
External funding received (total from section 4)	\$
<b>Total Requested from School of Business PhD Conference Support Fund:</b>	<b>\$</b>

#### 6. SUPERVISORS (for the Primary Supervisor to complete)

Please outline the benefits and potential outcomes for you and/or your student in attending this conference (for example, PBRF output):

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**7. TRAVEL PLANS**

- a. I have a passport that will be more than 6 months from its expiry date during my trip: Yes/No
- b. I have gained/I will gain all appropriate visas for my trip: Yes/No

**8. IMMUNISATIONS**

Please note, that immunisations will not be paid by the Department  
Consult Student Health/your personal Doctor at least 2 months before travel, regardless of destination, to check on appropriate medications or inoculations.  
<http://www.otago.ac.nz/studenthealth/travelvaccinations.html>

- a. Immunisations are required for my destination/s: Yes/No

**9. TRAVEL INSURANCE**

There are two options for comprehensive insurance (which is what the University advises): the University corporate policy or Studentsafe Outbound. If the student is going to their country of origin, if it is less than 180 days and if they want to take on more risk, they can opt into Studentsafe, which has the option of limited cover while back home. If using this last option, students must put in writing that they are aware they are taking on more risk by accepting limited cover.

If a student chooses to ignore the advice of the University and utilise another type of insurance or not take out insurance they must provide a letter detailing that they are aware of the risk and that they accept this risk.

I have ensured that I am fully insured during my Conference leave under the following policy:

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Note: Departments are required to ensure all students travelling overseas on University business use the University’s travel insurance cover. Where students’ activities are covered by a University grant, the grant is to be used to meet the insurance cost of \$4.95 per day (as at 29 March 2019). Further information is available online at <http://www.otago.ac.nz/administration/policies/otago003226.html>

**10. APPLICANT’S DECLARATION**

I confirm that the presentation/s is based on research I have undertaken/am undertaking while studying for the degree I am currently enrolled for at the University of Otago. I have read the section about travel insurance and understand it is my responsibility to have appropriate cover. I understand that it is my responsibility to gain the required immunisations prior to departure.

Applicant’s Signature: ..... Date: .....

**11. PREVIOUS CONFERENCE ATTENDANCE AND EXPENDITURE**

Please provide a list of all conferences attended during the course of your PhD, including amounts and sources of funding for each conference.

Conference name:	Funding body:	Amount Received:

As PhD supervisor, I support this application.

Supervisor’s name: .....

Supervisor’s Signature: .....

Date: .....

As Head of Department I support this application.

Head of Department: .....

Date: .....

Account Codes and amounts for journal of direct reimbursement to Department:

GL10 \_\_\_\_ M01 3356 16 (International flights) \$\_\_\_\_\_

GL10 \_\_\_\_ M01 3351 16 (Domestic flights) \$\_\_\_\_\_

GL10 \_\_\_\_ M01 3361 16 (Accommodation) \$\_\_\_\_\_

GL10 \_\_\_\_ M01 3376 16 (Taxi and car rentals) \$\_\_\_\_\_

GL10 \_\_\_\_ M01 3395 16 (Student conference registration, travel insurance, sustenance and other travel expenses) \$\_\_\_\_\_