

G-I-N policy: Supporting conference participation

Purpose

The annual Guidelines International Network(G-I-N) conference is at the centre of G-I-N’s strategy around networking and provides the optimal opportunity for introductions to like-minded professionals, as well as taking part in various working group and regional community meetings, while attending the conference. G-I-N recognises that funding is not always available to those members from lower income countries and intends for the conference to be as accessible as possible for those members.

Since its 8th Annual Conference (Seoul, Korea, 2011), G-I-N has provided funding to facilitate and enable attendance of its members. The budget of the network is limited and the resources available may vary each year based on the overall budget of the network, as well as the financial outcome of the previous conference. However, the intention is to provide an appropriate level of funding to enable such members to benefit from the conference.

Eligibility

Applicants

1. Must be a paid-up member of G-I-N, working for a non-profit or governmental organisation or a university. Anyone who is currently receiving complimentary membership is not eligible.
2. Must be unable to fund attendance through an organisation they represent or belong to
3. Will come from and be working in a low or lower middle income country, as defined by the World Bank
4. Must submit a completed application in accordance with the published timescales

Application requirements

Each applicant must submit:

1. A completed application form including all relevant information
2. A short paragraph (250 words) explaining the reasons for application: how you plan to contribute to the conference, anticipated learning outcomes, participation in working group or regional community meetings and how you expect to benefit in general.
3. A list of submitted abstracts and your role (eg lead author, co-author)
4. An estimate of the costs, providing evidence of travel cost research
5. Confirmation of any potential sources of funding to support the costs that may not be covered by G-I-N

Criteria for selection

The applications will be assessed on the following basis:

- i. The quality of the contents of the application and the grounds for application

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Review date:	September 2020

- ii. How engaged the applicant is with G-I-N: whether they are a member of a working group, regional community, sub-committee or task force of the network
- iii. How many abstracts submitted by the applicant have been accepted. Priority will be given to new applicants, who have not previously benefitted from G-I-N support

The G-I-N Finance sub-committee will review the applications and make the final selection.

Grant amount and payment

The grant provided will cover one or more of the following: registration fees, accommodation and travel costs (in part or in full), cost of visa application, where required.

In cases where the grant covers registration fees, G-I-N will register the successful applicant directly and no reimbursement will be involved. If feasible, G-I-N will also organise direct payment for the accommodation.

Where the grant covers part or all of the accommodation and/or the travel expenses, G-I-N will reimburse the expenses up to a maximum amount to be agreed in advance. Reimbursement will be made upon production of valid receipts and proof of participation at the conference in accordance with the G-I-N travel policy.

The amount of grant rewarded will reflect the applicant's needs and the ranking relative to other applicants and will be linked to the total funds available.

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Appendix 1

Application for grant to attend the annual G-I-N Conference

To complete the form, please click the cursor in the designated boxes below. The boxes will expand as you type. To move from one box to another, you can use the tab key, the arrow keys or click in the next box.

Name of applicant	
G-I-N Membership (tick the relevant box)	<input type="checkbox"/> Organisational member <input type="checkbox"/> Individual member
Country of residence of the applicant	
Participation in G-I-N working groups, communities and/or subcommittees (please list & note your role, eg chair, steering group member etc)	
Job title of the applicant	
Name of the organisation where employed	
Email address of the applicant	
Grant applied for (please include estimated amount in sterling)	<input type="checkbox"/> Registration <input type="checkbox"/> Accommodation £ <input type="checkbox"/> Travel* £ <input type="checkbox"/> Visa £
Total grant applied for (estimate in sterling)	£

Please outline, **in no more than 250 words**:

- Your reason for requesting support from G-I-N to fund your registration and/or attendance
- How you propose to contribute to the conference and/or how your attendance will enable you to contribute more meaningfully to or take a greater role in G-I-N
- How participation in the conference would help your own development/career
- Additionally, please provide a list of submitted abstracts and your role, ie lead author, co-presenter etc

Please note that only G-I-N members are eligible to apply. Applicants must be unable to fund attendance through the organisation they represent or belong to. If a grant is awarded it may be for a lower amount than applied for.

*Please submit evidence of travel costs along with application

Submit your completed form to Allison Smith, G-I-N Communications: email <mailto:comms@g-i-n.net>