

## G-I-N policy: Supporting conference participation

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### 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 8<sup>th</sup> 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 every 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 member of G-I-N, working for a non-profit or governmental organisation or a university
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 they plan to contribute to the conference, anticipated learning outcomes, participation in working group or regional community meetings and how they expect to benefit in general.
3. An estimate of the costs, including 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
- ii. Priority will be given to new applicants, who have not previously benefitted from G-I-N support
- iii. 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

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Review date:	September 2018

- iv. Whether the applicant has submitted one or more abstracts for presentation (short oral, poster or workshop) at the conference

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).

In cases where the grant covers registration fees, G-I-N will register the successful applicant directly and no reimbursement will be involved.

Where the grant covers part or all 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.

<b>Name of applicant</b>	
<b>G-I-N Membership</b> (tick the relevant box)	<input type="checkbox"/> Organisational member <input type="checkbox"/> Individual member
<b>Country of residence of the applicant</b>	
<b>Participation in G-I-N working groups, communities and/or subcommittees</b> (please list)	
<b>Job title of the applicant</b>	
<b>Name of the organisation</b>	
<b>Contact address of the applicant</b>	
<b>Contact phone number of the applicant</b>	
<b>Email address of the applicant</b>	
<b>Grant applied for</b> (please include estimated amount in sterling)	<input type="checkbox"/> Registration      £ <input type="checkbox"/> Accommodation      £ <input type="checkbox"/> Travel      £
<b>Total grant applied for</b> (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

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.

Submit your completed form to Allison Smith, G-I-N Communications: email [comms@g-i-n.net](mailto:comms@g-i-n.net)