

Conference and Travel Grant Scheme

HANDBOOK

Purpose

The annual Guidelines International Network (GIN) conference provides the optimal opportunity for introductions to like-minded professionals, knowledge exchange and capacity building. Importantly, it also offers the opportunity to learn more about and contribute to various working group and regional community meetings, while participating in the conference.

GIN recognises that funding is not always available to some members and intends for the annual conference to be as accessible as possible, while actively supporting diversity and inclusiveness.

Since 2011, GIN has provided funding to help members towards the conference fee, travel and accommodation costs to attend the annual conference, present their work, network and participate in this key event in the field of guidelines.

As a small charity our funds are limited and the resources available may vary each year. However, the intention is to provide an appropriate level of funding to enable eligible members to benefit from the conference.

Eligibility

Applicants

1. Must be a current member of GIN, working for a non-profit or governmental organisation or a university. Anyone who is currently receiving complimentary membership is not eligible.
2. Only one conference and travel grant can be awarded per individual every five years of membership.
3. Must be unable to fund participation through an organisation they represent or belong to.
4. Will be resident in a upper (UMIC) or lower middle-income (LMIC) country, as defined by the [World Bank](#).
5. Must have submitted at least one abstract to this conference.
6. Must be active in a GIN working group or regional community.
7. Must submit a completed application in accordance with the published timescales.

Application requirements

Each applicant must submit:

1. A completed application form (MS 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 from the funding in general.
3. A list of your publications and your role (e.g. lead author, co-author)

Criteria for selection

The applications will be assessed on the following basis:

- i. The quality of the application.
- ii. How engaged the applicant is with GIN: whether they are a member of a working group, regional community, sub-committee, or task force of the network and how long they have been a member.
- iii. The quality of the abstract(s) submitted.
- iv. Priority will be given to new applicants, who have not previously benefitted from GIN support.

The applications will be reviewed, and the decision will be made by GIN's Awards Committee in line with the budget, agreed by the Board.

Deliverables

Successful applicants are expected to:

- Actively participate in the conference, including attendance at their respective Working Group and/or Regional Community meetings.
- Acknowledge GIN's support in any presentation, paper, or poster delivered at the conference.
- Promote the conference on social media, both before and during the event, helping to raise awareness and engagement.
- Submit a brief conference report (minimum 300 words) — including one or more photos — for publication on the GIN conference webpage.

Grant amount and payment

The grant provided will contribute towards the conference registration fee, accommodation and travel costs (in part or in full), and cost of visa application, where required.

GIN 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, GIN 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 GIN travel policy.

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

The amount available for the GIN2026 Conference and Travel Grants is £1500 per successful applicant.