**Undergraduate Association Travel Grant Application**

**Biographical Information:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course/Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Minor/Concentration (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you an MIT Freshman, Sophomore, Junior, Senior, or Other? If Other, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Conference and Motivation Questions:**

**Conference Background (General):**

 **I. Link to conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **II. Date of conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **III. Location of conference:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Conference Background (Additional):**

 **I. Notable speakers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **II. How long has the conference been running:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **III. Workshops and event agenda (post link to the conference agenda): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **IV. How often does the conference run?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Conference Motivation: Please attach these required materials**

**What particular workshop, speaker, or event in the conference are you most excited to attend/experience and why? (post link or paste text HERE):**

**Professor Letter of Recommendation for Conference (optional, post link or paste text of communication HERE):**

**Resume (optional, please attach this on the Google form):**

**Budget Explanation & Defense:**

**Itemized Budget (post link or table HERE):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Expense** | **Type of Expense** | **Amount Requested** | **Description** |
| Ex: Hilton Hotel | Lodging | 260.00 | Three nights at the local Hilton Hotel ~3miles from the conference |
|  | Registration |  |  |
|  | Travel |  |  |
|  | Lodging |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Requested Amount:** |  |

**What sources of funding have you exhausted in attempting to fund this conference experience?**

**Full Desired Funding Amount and Explanation Overview (How much funding are you requesting for each type of expense? Explain):**

**Minimum Funding Required for Conference Attendance & Explanation:**