



College of Medicine OVDR Virtual Conference Funding Application Form

Form with fields: SURNAME, FIRST NAME, E-MAIL ADDRESS, DEPARTMENT, GROUP/CLUSTER, TELEPHONE

CONFERENCE SUMMARY

CONFERENCE TITLE:

START DATE (DD/MM/YR): END DATE (DD/MM/YR):

TYPE OF EVENT

PRIMARY FOCUS: Research Teaching Administrative

PRIMARY AUDIENCE: Faculty University Students Administrative Other (specify):

SCOPE (Audience is primarily): International National Provincial University-wide

EVENT PURPOSE: Academic Engagement Administrative Engagement Community Outreach & Engagement Promotional

Please estimate the expected number of participants:

Is this a regularly held event? Yes No Annually Biannually Other

If yes, please indicate the sponsoring organization:

Has this event received funding from the OVDR in the past? Yes No

If Yes, please indicate the date of last allocation:

BRIEF DESCRIPTION OF EVENT

Please indicate the nature, purpose, importance, and relevance to the College of Medicine. Attach conference brochure or flier if available.

Large empty text area for event description

EVENT BUDGET

(a) Total Amount requested from <i>OVDR Virtual Conference</i> Fund (maximum \$500):	\$
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Describe how these funds will be used.

(b) Confirmed Sources of Financial Support			
<u>Source:</u>	<u>Amount Requested</u>	<u>Amount Confirmed</u>	
<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>	
			\$

(c) Requested (unconfirmed) Sources of Financial Support			
<u>Source</u>	<u>Amount Requested</u>		
<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>		
			\$

TOTAL ANTICIPATED REVENUE: (a + b + c)	\$
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PROJECTED EXPENSES (Append details for all.)

Speaker(s) related costs (honorarium)	\$
Promotion and dissemination	\$
Administration	\$
Other (please specify): <div style="border: 1px solid black; display: inline-block; width: 500px; height: 15px;"></div>	\$

TOTAL ANTICIPATED EXPENSES	\$
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ANTICIPATED SURPLUS (if any):	\$
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Indicate how surplus event generated funds will be used:

CONFIRMED IN-KIND SUPPORT

<u>Source</u>	<u>Estimated Value</u>	<u>Description</u>
<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>

SIGNATURE OF APPLICANT: *Note: If application is sent electronically as an attachment, no signature of applicant is required)*