

**Conference/ Workshop Attendance Sponsorship  
Application Form**

|          |  | <i>Office Use Only</i> |
|----------|--|------------------------|
| <b>1</b> | <b>Title</b> ( <i>Tick as appropriate</i> )    Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Assoc. Prof <input type="checkbox"/> Prof <input type="checkbox"/> |                        |
|          | <b>Surname</b> ( <i>in Block Letters</i> ):  |                        |
|          | <b>Other Names</b> ( <i>in Block Letters</i> ):  |                        |
|          | <b>Date of Birth</b> ( <i>dd/mm/yyyy</i> ) :   |                        |
|          | <b>Residential Address</b> :   |                        |
|          | <b>Phone No</b> :<br>Office .....    Home .....    Mobile .....  |                        |
|          | <b>Email Address</b> :   |                        |
|          | <b>Nationality</b> :   |                        |
| <b>2</b> | <b>Current Employment</b>  |                        |
|          | <b>Company/ Institution:</b>   |                        |
|          | <b>Address:</b>  |                        |
|          | <b>Post Held:</b>  |                        |
| <b>3</b> | <b>Conference details</b>  |                        |
|          | <b>Organising Body:</b>  |                        |
|          | <b>Location:</b>   |                        |
|          | <b>Date to be held:</b>  |                        |
|          | <b>Are you presenting any material</b> :    Yes <input type="checkbox"/> No <input type="checkbox"/><br><br><b>If yes please give title of presentation:</b><br><br><b>Attach a brief of 200 words on presented material</b>         |                        |
|          | <b>Describe how you/your organisation/Mauritius will benefit from this event (200 words):</b>  |                        |
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| <b>4</b> | <p><b>Other sources of Funding</b></p> <p><b>Have you approached your or any other organisation/institution for full or partial financial support?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>If yes, please indicate if your application has been successful?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Please indicate the amount to be funded by your or any other organisation/institution and the name of the organisation/institution providing the funding:</b></p> <p><b>Amount: Rs .....</b></p> <p><b>Name of funding Organisation/Institution: .....</b></p> <p><b>For University of Mauritius Staff only:</b></p> <p><b>Have you applied for the UoM scheme catering for Conference attendance?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>(If yes, please provide a written proof from your institution to specify that you have already used the funds to which you are eligible)</b></p> |  |
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|                                       |   |                                    |  |  |                        |  |  |                                |  |  |                                  |  |  |                                    |  |  |                                       |  |  |  |
|---------------------------------------|---|------------------------------------|--|--|------------------------|--|--|--------------------------------|--|--|----------------------------------|--|--|------------------------------------|--|--|---------------------------------------|--|--|--|
| <b>5</b>                              | <p><b>Funding Requested</b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 40%;">Total cost of attending the event:</td> <td style="width: 35%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td>Amount requested (Rs):</td> <td></td> <td></td> </tr> <tr> <td colspan="3"><b>Breakdown of total cost</b></td> </tr> <tr> <td>Air Tickets, if applicable (Rs):</td> <td></td> <td></td> </tr> <tr> <td>Accommodation, if applicable (Rs):</td> <td></td> <td></td> </tr> <tr> <td>Participation/Registration Fees (Rs):</td> <td></td> <td></td> </tr> </table> | Total cost of attending the event: |  |  | Amount requested (Rs): |  |  | <b>Breakdown of total cost</b> |  |  | Air Tickets, if applicable (Rs): |  |  | Accommodation, if applicable (Rs): |  |  | Participation/Registration Fees (Rs): |  |  |  |
| Total cost of attending the event:    |   |                                    |  |  |                        |  |  |                                |  |  |                                  |  |  |                                    |  |  |                                       |  |  |  |
| Amount requested (Rs):                |   |                                    |  |  |                        |  |  |                                |  |  |                                  |  |  |                                    |  |  |                                       |  |  |  |
| <b>Breakdown of total cost</b>        |   |                                    |  |  |                        |  |  |                                |  |  |                                  |  |  |                                    |  |  |                                       |  |  |  |
| Air Tickets, if applicable (Rs):      |   |                                    |  |  |                        |  |  |                                |  |  |                                  |  |  |                                    |  |  |                                       |  |  |  |
| Accommodation, if applicable (Rs):    |   |                                    |  |  |                        |  |  |                                |  |  |                                  |  |  |                                    |  |  |                                       |  |  |  |
| Participation/Registration Fees (Rs): |   |                                    |  |  |                        |  |  |                                |  |  |                                  |  |  |                                    |  |  |                                       |  |  |  |

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| <b>6</b> | <p><b>Conference/Workshop Attended (Sponsored by MRC)</b></p> <p><b>Have you previously benefited from an award under this scheme?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>If yes, specify the date(s) of attending the conference/workshop and the title of the conference/workshop attended.</b></p> |  |
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|   | <p><b>Date(s) of conference/workshop:</b> .....</p> <p><b>Title of conference/workshop:</b> .....</p> <p>.....</p> <p>.....</p>   |  |
| 7 | <p><b>Declaration</b></p> <p><b>Important - Incomplete, inadequate or inaccurate filling of the form may entail the disqualification of the applicant.</b></p> <p>I,....., the undersigned applicant, declare that the particulars in this application are true and accurate and that I have not intentionally suppressed any material fact.</p> <p><b>Date :</b> .....                      <b>Signature :</b> .....</p> |  |

**Terms and Conditions:**

1. The following documents have to be submitted with the application form:
  - a. Proof of registration for the event
  - b. Proof of air ticket booking, if applicable
  - c. Proof of accommodation booking, if applicable
  - d. Official letter of support from organisation/institution
  - e. A brief of about 200 words on any presented material if any
  
2. Successful applicants will have to submit receipts in relation to the above.
  
3. Successful applicants will have to submit the following to the Council within **one (1) month** as from the end date of the Conference/Workshop:
  - a. Original receipts for expenditures in relation to attending the Conference/Workshop
  - b. A letter/documentary evidence certifying the applicant's attendance for the Conference/Workshop
  - c. A report (of maximum 2 pages) on the knowledge acquired at the Conference/Workshop
  - d. A copy of the paper presented at the Conference/Workshop