**Conference Participation Application**

**Applicant Information**

|  |  |
| --- | --- |
| **Applicant Name** | Click or tap here to enter text. |
| **School** | Choose an item. |
| **Department** | Choose an item. |

**Contribution Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Authors in order** | **Position** | **Presenting Author** | **GJU Affiliation** | **If not, Specify** |
| Click or tap here to enter text. | Enter text here |  |  | Click or tap here to enter text. |
| Click or tap here to enter text. | Enter text here |  |  | Click or tap here to enter text. |
| Click or tap here to enter text. | Enter text here |  |  | Click or tap here to enter text. |
| Click or tap here to enter text. | Enter text here |  |  | Click or tap here to enter text. |
| **Publication Title** | Click or tap here to enter text. | | | |
| **Publication Type** | Choose an item. | | | |
| **Presentation Type** | Choose an item. | | | |
| **Peer Reviewed** |  | | | |
| **UN Sustainable Development Goals (SDGs). Indicate the [Term- Section- Goal]**  [Check SDGs](https://scival.com/sdg) | | | | |
| Click or tap here to enter text. | | | | |

**Conference Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Conference Title** | | | Click or tap here to enter text. | | |
| **Conference Type** | | | Choose an item. | **If other, specify** | Click or tap here to enter text. |
| **Organization** | | | Click or tap here to enter text. | | |
| **Conference Location** | | | Click or tap here to enter text. | | |
| **Conference Period** | | | Click or tap here to enter text. | | |
| **Type of Conference** | | | Choose an item. | | |
| **Is this conference indexed in the Scopus database?** | | | | | |
| **Yes** | **No** | **If yes, please insert the link (proof from conference website)**  Click or tap here to enter text. | | | |

**Requested Financial Support**

|  |  |  |
| --- | --- | --- |
| **Airfare** |  | |
| **Per diem allowance** |  | |
| **Visa fees** |  | |
| **Registration fees:** | Amount | |
| **Where do you need the funds to be from? If other, specify** | **DSR** | |
| **Incentives** | |
| **Other, Specify** Click or tap here to enter text. | |
| **Do you need a petty cash** | **Yes** | **No** |

**How to Apply**

**1- Add a Ticket on MyGJU system.**

**2- Ticket information to be filled:**

**• Title of your ticket**

**• Priority**

**• Entity: Deanship of Scientific Research**

**• Service: Conferences**

**3- Ticket Description**

**4- Contact Information**

**5- Obtaining the approval through the ticket system form:**

**• Department Head.**

**• Dean of School.**

**6- Ticket Files:**

**• Conference Application (This Form)**

**• Acceptance Letter**

**• Copy of the unpublished paper**

**• Proof of Review (if available from the conference)**

**\* After obtaining the conference approval from the president, the applicant can open a new ticket to ask for a petty cash to cover 80% of the Per diem allowance and Airfare.**

**\* The ticket then will be processed according to the regulation and guidelines followed in GJU. To have more information about the conference regulations, please refer to the following file:**

[**Regulations of Supporting Participating in International Conferences**](https://www.gju.edu.jo/sites/default/files/Deanship%20of%20Scientific%20Research/regulations_of_supporting_participating_in_international_conferences.pdf)