



## CONFERENCE PARTICIPATION APPLICATION

### APPLICANT INFORMATION

<b>Applicant Name:</b>	<input type="text"/>		
<b>School</b>	<input type="text"/>	<b>Department</b>	<input type="text"/>

### CONTRIBUTION INFORMATION

Authors in order	Position	Presenting Author	GJU Affiliation	If not, Specify
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<b>Publication Title</b>	<input type="text"/>			
<b>Publication Type</b>	<input type="text"/>			
<b>Presentation Type</b>	<input type="text"/>			
<b>Peer Reviewed</b>	<input type="checkbox"/>			

### CONFERENCE INFORMATION

<b>Conference Title</b>	<input type="text"/>		
<b>Conference Location</b>	<input type="text"/>	<b>Conference Period</b>	<input type="text"/>
<b>Type of Conference</b>	<input type="text"/>		
<b>Organization</b>	<input type="text"/>		

### REQUESTED FINANCIAL SUPPORT

<b>Airfare</b> <input type="checkbox"/>	<b>Per diem allowance</b> <input type="checkbox"/>	<b>Visa fees</b> <input type="checkbox"/>	<b>Registration fees:</b> <input type="text"/>
---	--	---	--



## 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- Ticket CC List:

- *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- *Copy of the unpublished paper*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 ask for a loan to cover 80% of the Per diem allowance and Airfare by adding another formal letter to be approved by the dean of DSR then submitted to the financial department in the same ticket.

\* 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*

*Covered cost for online conferences*



- **AFTER RETURN FROM THE CONFERENCE:**

After applicant return from the conference, she/he should add another ticket to the DSR for a refund, same instruction for ticket creation as before, the following documents must be attached:

- 1- Formal letter to request the Travel Expense Refund
- 2- Conference Approval
- 3- Conference Certificate
- 4- Conference Scientific Schedule
- 5- Conference Registration Fees Invoice+ Bank Transfer
- 6- Plane Ticket Invoice+ Stamps
- 7- Copy of Stamped Passport OR Boarding Pass (Round-trip)