

# Guidelines for allocating travel support for meeting attendance

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## Background

At its July 2017 Meeting, the POGO Executive Committee noted that it had been receiving increasing numbers of requests for travel support and decided that POGO needed to establish a process for responding to these requests and allocating travel support for relevant meetings

## Procedure and time scales

It is proposed that the POGO membership allocate a portion of its funds, during the Annual Meetings, for travel support, and that the Secretariat issue a call for proposals twice per year, including a template for applicants to fill in and submit to the POGO Secretariat.

Every year, a POGO Committee will be established to evaluate the proposals received. The Committee membership may need to be reviewed and adjusted for each call, in case there are any members with conflicts of interest.

The timetable for applications is anticipated to be as follows:

Action	Time frame	
Secretariat announces opportunity and deadline for proposals	Call 1	Early Feb
Applications submitted	Call 1	Late March
Applications evaluated by Committee and applicants notified of decision	Call 1	Mid May
Secretariat announces opportunity and deadline for proposals	Call 2	Early Aug
Applications submitted	Call 2	End Sep
Proposals evaluated by Committee and applicants notified of decision	Call 2	Mid Nov

## Evaluation criteria

An Evaluation Committee, composed of POGO members (who do not have conflicts of interest) will be invited to comment in writing on the proposals, according to a number of criteria, e.g. relevance of the meeting/conference to POGO's Strategy and priority areas, applicant's CV and demonstrated need for funding (e.g. priority given to early-career scientists and those from developing countries and POGO member institutes), and the applicant's level of participation in the meeting (oral/poster presentation, panellist, committee member etc).

## Funding conditions

Successful applicants will be required to either give a presentation on POGO or distribute POGO brochures/leaflets at the meeting/conference they attend. Expenses to be reimbursed based on actual costs (and production of receipts).

Per diems and honoraria are not provided. Flights should be booked by the applicant then reimbursed by the Secretariat. Only Economy Class fares will be reimbursed.

The recipient will be required to provide a short article and image(s) for the POGO newsletter within 3 months of the meeting/conference he or she attended.

## Further information

If you have any queries please contact the POGO Secretariat:

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