**The Hong Kong University of Science and Technology
Sponsorship for International Conferences**

**Application Form**

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| **Please read the following guidelines before filling in the form.****Sponsorship:**The Taskforce will grant sponsorship up to HK$100,000 per conference, with consideration of the following criteria: 1. Length and format of the international conference
2. Number of international speakers
3. Number of participants
4. Number of funding source(s) secured
* The funding should only be used for the organization of the applied conference.
* In case the conference does not take place as planned, the Organizing Unit should return the granted sponsorship to the Taskforce for supporting other conferences.
* In case the funding details change after approval, please inform the Taskforce for information. The Taskforce may adjust the sponsorship amount if appropriate.
* To facilitate communication, the email granting the sponsorship will be copied to the respective Dean and IAS Director (in case the IAS funding has also been applied).

**Submission:** * Application form (in PDF format) should be submitted by the Organizing Unit via email to global@ust.hk at least 2 months before the event. Early submission is recommended to allow enough lead time.
* Please copy the Unit Head in the email as an endorsement.
* Please fill in all fields if applicable.

**Enquiry:** Please contact Ms. Karen Chan of GECO (ckarensl@ust.hk).  |

**Part A: Conference Information** (\*Please tick as appropriate.)

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| --- | --- |
| Organizing Unit(s): |  |
| Host Faculty:(Name and Department) |  |
| Conference Title: |  |
| Conference Website (if applicable):  |  |
| Date/Period: |  |
| Venue: |   |
| Brief Description: |  |
| Format\*: | □ Face-to-Face □ Online Streaming □ Mixed Mode |
| Significance to the University’s Strategic and Internationalization Plan: |
|  |
| International Speaker(s) with biography link (Please add rows if needed): |
| No | Name | Institution | Biography Link | Invited/Confirmed |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| Number of Speakers, please specify the number in each category: | International: |
| Mainland: |
| Local: |
| Expected Number of Participants, please specify the number in each category: | International: |
| Mainland:  |
| Local: |

**Part B: Funding Information**

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| Total budget and itemized breakdown:  |
| *(Please attach a budget plan)* |
| 1. Internal Funding Source(s) from IAS/School/Department/Division/Unit, please specify the amount:
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|  |
| 1. External Funding Source(s) by Sponsor(s) or Partner(s), please specify the amount:
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|  |
| 1. Income from Conference Registration Fee, please specify the amount:
 |
|  |
| 1. Others:
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|  |
| Funding requested from the Internationalization Task Force: |
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*Note: In case the funding details change after approval, please inform the Taskforce for information. The Taskforce may adjust the sponsorship amount if appropriate.*

Signature of Host Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Contact Person (if different from above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed and signed by the Head of Department/Division of the Host Faculty (where applicable)**

I have read through the details as set out in Parts A and B above and am supportive of this application.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_