**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](mailto: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](mailto:ckarensl@ust.hk)). |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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: |
|  |
| 1. External Funding Source(s) by Sponsor(s) or Partner(s), please specify the amount: |
|  |
| 1. Income from Conference Registration Fee, please specify the amount: |
|  |
| 1. Others: |
|  |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_