

SVC Student/Young Professional Sponsorship Program Travel Support Acknowledgment

If the Sponsorship Application is approved, SVC will provide:

- Round trip ground transportation and Economy-Class air travel support from your point of origin to the TechCon location; up to a maximum of \$950 for students from North America and up to a maximum \$1,450 for students outside of North America.
- Full conference registration (admission to all functions available to regular full conference registrants) and membership in SVC for the TechCon calendar year.
- Six (6) night stay in a hotel of SVC's selection based on double occupancy (Saturday check-in through Friday check-out).

Notes:

- Sponsored Students/Young Members traveling by air to the SVC TechCon are required to be covered by trip cancellation insurance. This must cover the inability to attend the TechCon due to bad weather, natural disaster, medical emergency, and the unexpected delay in processing or obtaining a visa. Policies provided by the Sponsored Student's university or institution are acceptable, provided they cover the previously mentioned criteria. Any cost for the purchase of the travel insurance policy may be claimed and will be included with the air travel cost, up to the maximum travel support allowance.
- After notification by the SVC Student/Young Professional Sponsorship Committee of a travel support award, the student/young member must notify the SVC within fifteen (15) days that they accept the award and will commit (subject to issuance of an appropriate visa if required) to a.) attending the TechCon to present an oral presentation based on the abstract submitted as part of the application process, and b.) submit a manuscript or PowerPoint presentation detailing the content of their oral presentation at the TechCon for publication in the TechCon Proceedings, the peer-reviewed SVC special edition of the SC&T journal, or both.
- Students/young members are advised to treat the travel to the SVC as if they are travelling on personal funds. Students/young members should focus on costs and more specifically, minimizing costs and searching for the most economical air fares. Students/young members will be required to purchase the airline tickets and any applicable ground transportation using a personal credit card. Travel expenses will be reimbursed (via bank transfer) no later than 30 days after the close of the TechCon (itemized expenses and copies of applicable receipts must be submitted before any reimbursement will be made).
- If you plan to combine travel to the SVC TechCon with travel to other locations, SVC will reimburse you for only the equivalent of the price of a round-trip, economy class, lowest-fare airplane ticket from your point of origin to the conference location.
- No reimbursements will be issued at the TechCon, nor will any reimbursements be made if the student fails to attend the TechCon.
- No per-diem expenses (meals, incidentals) are included in the SVC Student/Young Professional Sponsorship Travel Expenses. Several meals are provided as part of the SVC conference activities — for example, at the Welcome/Awards Reception, events in the Exhibit Hall, evening social events, and the Technology Forum Breakfasts; all students are encouraged to attend these events.
- Sponsorship recipients are required to provide the SVC with personal credit card information for the hotel reservation process and to cover any incidental expenses that may be charged to the room during your stay at the conference. If you do not arrive at the hotel on your scheduled arrival date (without notifying the SVC in advance) or if you do not arrive at all, your credit card will be charged for a one-night stay.

Date _____

Date _____

Sponsor Name _____

Applicant Name _____

Sponsor Signature _____

Applicant Signature _____

Student/Young Member E-mail Address _____

Include this Travel Support Acknowledgement with your application.

Send to SVC by E-mail: frank.zimone@svc.org