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| **The Bartlett**  **Student Conference Fund**  Application Form 2020/21 | **CHECKLIST**  Have abstract and proof of paper acceptance been  attached?  Have you signed the form? (*This may be typed*)  Has the form been signed by your Principle Supervisor? (*This must be handwritten or electronic*)  Supervisors may alternatively e-mail a statement of support to the Built Environment Faculty Office, lisa.cooper@ucl.ac.uk |

**Please read the regulations carefully before completing this form. Please TYPE or complete in BLOCK capitals. Please complete all sections. Incomplete applications will be returned.**

1. Personal Details

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| --- | --- | --- |
| Title: | First name: | Family name: |
| Institute or School: | | |
| UCL Email: | | |
| Student Number: | | |
| Please state your Fee Payer and any Stipends for this academic year (not previous years): | | |
| If your fees are paid by a sponsor, please state why your sponsor is not funding this conference attendance: | | |

Please give the title / provisional title of your thesis:

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2. Proposal

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| Name of conference and name of organising body: | | |
| Location (city and country): | Date from: | To: |
| Are you presenting a PAPER?  Yes  No | Are you presenting a POSTER?  Yes  No | |
| If **Yes** to either, please attach your abstract and proof of acceptance of paper/poster for presentation. | | |
| If **No**, please state your participation (please attach relevant documentation AND proof of formal participation in the conference proceedings): | | |
| Please state how your request is relevant to your research: | | |

3. Estimated Costs & Contributions

As part of the UCL Green Travel Plan, we strongly encourage applicants to consider their travel plans and avoid short haul flights where there may be other feasible options. Due to Covid-19, we encourage the attendance of virtual conferences where possible.

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| Exchange Rate (if applicable - please use the [www.xe.com](http://www.xe.com) currency converter): | | £1 = |
| **Travel:** (please give details) | | £ |
| **Total Travel:** | | **£** |
| **Accommodation:**  Number of nights:       Cost per night: | |  |
| **Total Accommodation:** | | **£** |
| **Conference Fee:** | | £ |
| **Subsistence:**  **Total Subsistence:** | | **£** |
| **Total Estimated Expenses:** | | **£** |
| **Assured contributions:** (These are **not** essential, but where you have secured assured contributions from other funding sources, such as your School or Institute, please give details) | |  |
| Source 1: | | £ |
| Source 2: | | £ |
| Personal contribution: | | £ |
| **Total Assured Contributions:** | | **£** |
| **Amount Requested from the Built Environment Faculty Office:** | | **£** **.00** |
| **Contributions requested but not yet assured:** (These are **not** essential, but where you have requested but not yet assured contributions from other funding sources, such as your School or Institute, please give details) | Date of decision: | Amount requested: |
| Source: |  |  |
| Signature of applicant: | Date: | |
| APPLICANTS: Please ensure that your Principal Supervisor completes and signs Section 4. Applications without confirmed Principal Supervisor endorsement will not be considered. | | |

4. Principal Supervisor’s Endorsement

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| Name of Principal Supervisor (please print): | | |
| Supervisor’s Institute or School: | Email: | |
| **Supporting Statement:**   * Please indicate the relationship of the proposed conference attendance to the student’s thesis. * If the student has been registered for 48 months (84 months for part-time students) or more, please confirm that the student is actively progressing and is still (as affirmed at his/her upgrade) on course to complete his/her doctorate.   Supporting Statement: | | |
| Signature of Supervisor (handwritten or electronic, not typed). You may alternatively confirm your endorsement by e-mailing the Built Environment Faculty Office, lisa.cooper@ucl.ac.uk: | | Date: |
| NOTE TO APPLICANTS AND SUPERVISORS:  1. Please see CHECKLIST on the front of this form before submitting the application.  2. Please submit the complete application to: **Ms Lisa Cooper lisa.cooper@ucl.ac.uk** | | |

*OFFICE USE ONLY*:

Checked By: Date:

Top of Form

Postgraduate Enrolled (Bartlett): Y / N Signed Supervisor Endorsement: Y / N

Bottom of Form

Debtor Status: Y / N Presenting / Formal Participation: Y / N

Abstract: Y/ N Confirmation of Acceptance/Participation: Y / N

Previous BDF Awards: Year of Study:

Referred to FRDC: Y / N Complementary Funds: Y / N

Decision: Award // Partial Award // Reject // Hold Signed: