



# McMaster Engineering Society

## Conference / Competition Funding Guide

### **Introduction**

It is in the interest of the McMaster Engineering Society (MES) that all undergraduate engineering students who wish to attend an academic conference or design competition to represent MES, McMaster Engineering and McMaster University to the engineering community have the opportunity to do so, without being restricted by financial needs. All undergraduate engineering students may thus apply for a subsidy from the Engineering Society to attend an academic, professional conference or design competition that clearly demonstrates these points.

### **Finances & Logistics**

- Any request must be submitted at least 2 week prior to the conference / competition.
- For all approved request, the delegation must submit receipts for all expenses being covered by the MES prior to receiving reimbursement. The group must also meet all requirements detailed in the appropriate Sponsorship Checklist for the specific funding level before receiving reimbursement.
- Delegates will be reimbursed once all the requirements are completed.
- Inappropriate or unprofessional delegate behavior gives the MES Executives the right to revoke reimbursement.
- The funding pool is limited and it may be possible that the funding pool may be exhausted before you apply. The Vice President Finance shall decide whether requests are acceptable and within the limits of the MES Budget.

### **To Apply & Receive Funding**

#### Before the Conference / Competition :

- 1) Fill out the application (MES Policy Manual – Appendix V) and submit it to the VP External mailbox in the MES BLUE Lounge – JHE 121.
- 2) Once the application is approved, all delegates participating must fill out the Conference Delegate Code of Conduct Contract (MES Policy Manual – Appendix K ) and submit it to the VP External mailbox in the MES BLUE Lounge – JHE 121. **This must be done prior to the conference.**

#### After the Conference / Competition :

- 1) Write an article on the delegates experience and email it to [vp.external@macengsociety.ca](mailto:vp.external@macengsociety.ca) and [frequency@macengsociety.ca](mailto:frequency@macengsociety.ca) . You must also submit a hard copy to the VP Finance mailbox in the MES BLUE Lounge – JHE 121.
- 2) Submit an expense report (MES Policy Manual – Appendix H) with original purchase receipts attached to the VP Finance mailbox in the MES BLUE Lounge – JHE 121.
- 3) If your delegation is being funded \$1000 or over, you must do a presentation at SAGM

For any questions regarding the application process or funding, please email [vp.external@macengsociety.ca](mailto:vp.external@macengsociety.ca)