

## MAGIC Postgraduate Student Conference Fund

### Application Form

Deadline for receipt of applications - 1 December and 1 May  
Please email completed forms to [admin@maths-magic.ac.uk](mailto:admin@maths-magic.ac.uk)

**1. NAMES OF MEMBERS OF THE ORGANISING COMMITTEE:**

Must include members enrolled on a research degree programme at a MAGIC consortium university.

Name:	University:

**2. NAME AND ADDRESS OF MAIN CONTACT/CHAIR OF ORGANISING COMMITTEE:**

Email address:

Contact telephone number(s):

**3. DETAILS OF PROPOSED CONFERENCE:**

**3a. Conference title:**

**3b. Description and purpose of conference:**

**3c. Location/Venue:**

**3d. Start date/time for conference:**

**3e. Finish date/time for conference:**

**3f. Estimated total number of participants:**

**3g. Estimated number of participants who are MAGIC PhD students:**

**4. INVITED SPEAKERS:**

Please include name, institution, town and country and area of expertise. Please indicate any speakers who have provisionally accepted an invitation to attend.

**5. FINANCIAL STATEMENT:**

A detailed breakdown of the TOTAL estimated expenditure together with information of expected income from registration fees, and grants received or applied for, should be given below.

**PLANNED EXPENDITURE:**

<b>5a. Travel for speakers:</b>	<b>£</b>
<input type="text"/>	<input type="text"/>

<b>5b. Subsistence for speakers:</b>	<b>£</b>
<input type="text"/>	<input type="text"/>

<b>5c. Publicity (e.g. printing of circulars, postage, etc.) and hire of rooms:</b>	<b>£</b>
<input type="text"/>	<input type="text"/>

<b>5d. Staff costs (e.g. administration etc.)</b>	<b>£</b>
<input type="text"/>	<input type="text"/>

<b>5e. Social events (please note that funding for alcohol will not be provided):</b>	<b>£</b>
<input type="text"/>	<input type="text"/>

<b>5f. Other costs not listed above (e.g. fares and subsistence for other participants including research students):</b>	<b>£</b>
<input type="text"/>	<input type="text"/>

<b>5g. Total Estimated Expenditure:</b>	<b>£</b>
<input type="text"/>	<input type="text"/>

**PLANNED INCOME:**

<b>5h. Total income from Registration fee (show how this is calculated):</b>	<b>£</b>
<input type="text"/>	<input type="text"/>

<b>5i. List any other grants received and estimated income from any other sources:</b>	<b>£</b>
<input type="text"/>	<input type="text"/>

<b>5j. List any further pending applications:</b>	<b>£</b>
<input type="text"/>	<input type="text"/>

<b>5k. Total Estimated Income:</b>	<b>£</b>
<input type="text"/>	<input type="text"/>

<b>Amount applied for (should be 5g-5k):</b>	<b>£</b>
<input type="text"/>	<input type="text"/>

**6. AGREEMENT WITH CONDITIONS OF FUNDING:**

On behalf of the organising committee I apply for funds for the proposed conference. The funds will be used in accordance with the guidelines and any unused funds will be returned to MAGIC.

<b>SIGNATURE:</b>	<b>NAME:</b>	<b>DATE:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

The School/Department has examined and supports this application and will provide academic guidance and secretarial assistance in managing any funds in accordance with the guidelines.



This should be signed by the Head of Department or their authorised signatory. Electronic signatures or a supporting email is acceptable.

**SIGNATURE:**

**NAME:**

**DATE:**

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**7. ANY ADDITIONAL INFORMATION:**

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**Additional notes:**

Please refer to the "Instructions for Applicants" document when filling out this form. Successful applicants will receive an email from MAGIC advising them of the amount of funds allocated and details of how to access the funding.

A final conference report is required no later than 3 months following the end of the conference. This should include a detailed financial statement showing income and expenditure together with a copy of the conference programme and book of abstracts. It is expected that MAGIC sponsorship will be fully acknowledged in any publicity material and conference websites.