



EBBA Travel Awards

Guidelines for presenters and student council members

Presenters or student council members seeking financial assistance to help defray the costs of attending the annual meeting are eligible to apply for a travel award. Students will be given first priority and council member applications will only be considered if there are no qualified applicants from the presenter category. *Click here* for the application form.

Deadline and Eligibility

Presenters need to have a submitted and accepted abstract for the respective meeting in order to be eligible. This ensures the presenter's commitment to attending the meeting is not solely contingent upon financial support by EBBA. The **Deadline** to apply for a travel award is midnight on March 1st. Please send (email preferred) applications or inquiries to the research award address listed above. **Importantly**, this application pertains only to *annual meeting travel awards*. *Research awards are applied for separately.*

Award Value

At a minimum, the awardee will have registration and meal costs waived. Any additional support will vary on a yearly basis, contingent upon available accommodations and annual budget allotments.

Depending on the available accommodations at each meeting, the award may also cover room expenses for a **Maximum** of two nights (i.e. Friday and Saturday of the meeting weekend), and depending on the annual budget, there may also be **Up To** \$200 available to reimburse transportation/travel expenses.

Submission Guidelines

- Applications should be a **Maximum** of two pages
- Include itemized budget sheet

Your budget spreadsheet should be clear and easy to read. Your total expenses may exceed the award amount available, but be sure to include any expenses you are requesting support for. This means your budget sheet should include registration and individual meal costs, as well as, cost of room accommodations and travel expenses if requesting such.

- Include a short narrative justifying budget

Explain clearly and succinctly why each item on your itemized budget sheet is requested. If requesting travel reimbursement, include why the mode of travel chosen is the best option in the context of your application. Demonstrate that you have adopted the most economic travel approach by describing alternative options and associated costs.

If applying as a presenter, also include:

- Presentation title and submitted abstract
- Email from the meeting organizer confirming you as a presenter (you may print this and include it with your application materials if submitting by hard copy)

If applying as a student council member, also include:

- Short narrative of the number of years of service, number of annual meetings attended while serving, and any committee(s) you have had active involvement with.