Applications with requests for presenting, attending or traveling to a Conference must include the following to be considered complete:

☐ A brief statement detailing your request and how it will contribute to your professional development and how it is related to your program of study.

- For students who are presenting at a conference:
  - Documentation from the conference organizer addressed to the student (or include the student’s name in the list of presenters).
  - The title and abstract of the accepted work and a conference catalog or program providing details about your presentation.
  - One request per academic year will be approved provided the content and title of the presentation are different from any previous academic year application.

☐ A detailed budget with documentation of expenses. Budget must including: total amount requested, personal contribution, and any funding secured.

☐ Proof of safe housing accommodations that are reasonably priced.

☐ Travel dates must correspond exactly with the active part of the conference. This does not apply if a student is locked into a reservation for the night before or after the conference because of the mode of transportation, or if another reasonable date would significantly reduce the cost of travel.

☐ Written support from a Field of Study Director, Program Director or Faculty Advisor.

☐ Include any supporting documents that you think will benefit your application.

- Eligible events include:
  - Requests include conference attendance and student presentation opportunities.
  - Priority will be given to students who are presenting at a conference.

* For travel that conflicts with an exam, it is the student’s responsibility to work with the course director to get permission to miss the exam and take a make-up. It is recommended that this be done before applying for support.

Applications with requests for organizing an Event or hosting a Speaker must include the following to be considered complete:

☐ A brief statement detailing your request and how it will contribute to your professional development and how it is related to your program of study.

☐ Please include an event proposal e.g. rational, synopsis, target audience, objectives, budget, title, venue, date, time, sponsors/partners, etc.

☐ Event or Speaker must be in collaboration with an existing student organization, an academic or administrative program/department or center at Harvard

☐ Event or speaker must have a direct message to the Harvard Chan School’s community and be public health focused. May not be an extension or part of a course.

☐ A detailed budget with documentation of expenses. Budget must including: total amount requested, personal contribution, and any funding secured.

☐ Written support from a Field of Study Director, Program Director or Faculty Advisor.

☐ Any supporting documents that you think will benefit your application.

- Eligible events include:
  - Events partnered with other Harvard Chan School recognized student organizations
  - Harvard multi-school sponsored event
  - Event sponsored by department