



Graduate Student Professional Meeting Presentation Request Guidelines

The purpose of the Graduate Student professional meeting travel grant is to support current Rensselaer Graduate Students who attend a Professional Society Meeting to present a poster or paper.

Requests for funding to present seminars or lectures at other Universities will not be considered.

- ❖ Requests must be submitted prior to your travel dates.
- ❖ Requests must include a copy of your abstract, acceptance letter and registration costs.
- ❖ All requests must be submitted to Trina Beaudoin (beaudp@rpi.edu) through your School's Business Manager.
- ❖ Travel support is subject to the availability of funds.
- ❖ All requests are subject to the final approval of the Dean.
- ❖ The maximum amount that may be requested is \$250 per trip.

Any questions should be directed in writing to Trina Beaudoin (beaudp@rpi.edu).



Graduate Student Professional Meeting Presentation Request

Date form submitted		
From (name of dept contact)		
Student Name		
Dates of Travel		
RIN		
Email		
Graduate Program		
Request for support for presentation at	(name and location of Professional Society Meeting)	
Select paper or poster presentation (as appropriate)	paper	poster
Title of presentation or poster		
<i>Please attach a copy of the abstract, acceptance letter for the poster/paper and information on the conference registration costs.</i>		
Total cost		\$
Matching Contributions (signatures required with or without contributions)		
Advisor		\$
Department		\$
School		\$
Office of Graduate Education contribution approval	(Graduate Dean signature)	\$
Submit completed form and all attachments to Trina Beaudoin - beaudp@rpi.edu		