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Conference Participation Application Form

Note**:**

* *Please read Academic Conference Attendance bylaws*
* *Please fill this form and attach required documents including conference attendance confirmation and registration fees before submitting to the concerned Research and Development committee.*
* *Incomplete application or application without supporting documents will not be processed.*

(1) Applicant Information

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name: | | |  | | | | | | | |
| Title (Academic Rank): | | | | |  | | | | | |
| Current Position: | | | |  | | | | | | |
| Faculty: | |  | | | | Branch: | |  | | |
| Citizenship: | | |  | | | Appointment Date: | | | | DD/MM/YYYY |
| E-mail: |  | | | | | Telephone: | | |  | |
| Date of last participation funded by AOU: | | | | | | | DD / MM / YYYY | | | |

(2) Conference Information

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Conference Title: | | |  | | | | | |
| Conference Sponsor: | | | |  | | | | |
| Date: | From | | DD / MM / YYYY | | | to | DD / MM / YYYY | |
| Location: | |  | | | Registration Fees: | | |  |

Type of Participation:

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| --- | --- |
|  | Paper Presentation |

1. *Attach a copy or abstract.*
2. *What is the added value of your paper?*

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|  | Attendance Only |

*What are the expected outcomes of your participation?*

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*Conference Attendance Funding:*

1. *First conference: AOU will fund the faculty member’s participation (only one conference each academic year) on condition that the applicant has not attended the same conference in the previous year.*
2. *Second conference: KFAS will fund the faculty member’s participation through AOU with the approval of the R&D committee on condition that it is during a different semester from the first conference.*
3. *Third conference: The faculty member will fund his own participation. If the applicant is going as a representative of AOU, he will have to submit the application to the R&D committee and will be granted a paid vacation with the condition of providing the R&D committee with a closing report after the conference.*

Type of Funding Request:

|  |  |
| --- | --- |
|  | AOU Funding |
|  | KFAS Funding |
|  | None (Self-Funding) |

(3) Declaration

I certify that I have carefully read the application and recognize that submission and qualification of this application is subject to the AOU bylaws. I declare that the submitted research paper has not been published (modified or used) before. I also declare that the information contained within this application is correct and accurate. I authorize the Director of Research & Development at the AOU to investigate the information provided in this application if necessary. I commit to presenting a seminar in coordination with the ADAA office regarding the attached research paper, either before or after the conference date.

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| --- | --- | --- | --- |
| Signature: |  | Date: |  |

(4) Recommendations / Approval *(This section is to be filled by the concerned Research Committee at both the Branch & Deanship)*

Branch Research and Development Committee Recommendations**:**

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Deanship Research and Development Committee Recommendations:

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Central Research and Development Committee Decision:

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