Do you want to apply for the AMTGP or the Zucker Travel Award?

Apply for the Annual Meeting Travel Awards at [http://ias.ieee.org/chapters-membership/travel-programs.html](http://ias.ieee.org/chapters-membership/travel-programs.html) for the Annual Meeting 2016 Travel Award Grants, April 4-15, 2016. In the application form, select the following AWARD CODE categories:

- **AMTA-AMT** (AMTGP general, i.e. non-ZTA, non-ZDC, non-STC)
- **AMTA-ZTA** (Zucker Travel Award, preferred for undergraduates and first time attendees)
- **AMTA-ZDC** (Zucker Design Contest, contestants of the individual and team categories)
- **AMTA-STC** (Student Thesis Contest, contestants of the PhD and non-PhD categories)
- **AMTA-NSR** (one of the above if you don’t want to have a shared room)

Make decision about whether you will accept complimentary shared room in the conference hotel or you want to book hotel accommodation individually in the conference hotel or in another hotel on your own.

If you don’t want to share a room with another travel grantee in the conference hotel, than select the code **AMTA-NSR** (non-shared room)

Selection process will be managed by the CMD AMTGP and Myron Zucker Undergraduate Student Travel Award Subcommittees

Notification will be made by **April 30, 2016**

The selected applicants each receive the final AWARD CODE which should be used at the AM2016 conference registration

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**Annual Meeting Travel Grants**

**AMTGP & Zucker Travel Award**

Process Flowchart Apr 03, 2016
Do you want to attend without AMTGP or the Zucker Travel Grant?

- **YES**
  - Make your registration and travel arrangements. It is not a CMD issue.

- **NO**
  - Travel Grant (i.e. AWARD CODE) received?
    - **YES**
      - Nothing to do if you haven’t been selected.
      - If you have been selected but your travel award has been cancelled, the conference registration refund will be processed according to the Cancellation / Substitutions Policy, [http://www.ewh.ieee.org/soc/ias/2016/conference_registration.htm](http://www.ewh.ieee.org/soc/ias/2016/conference_registration.htm)

    - **NO**
      - Your travel award will be cancelled immediately.


Annual Meeting Travel Programs >>>Online Application ([http://goo.gl/forms/i7H3Kaq4BN](http://goo.gl/forms/i7H3Kaq4BN)) by providing the conference registration code in the last row in the form by May 10, 2016.
Are you student grade member?

If yes, Book your accommodation in another hotel.

- Up to $483.78 hotel reimbursement will be applied per grantee.

If no, US$225 or US$325 penalty will be applied.

Please be sure, you are holder of the award code AMTA-NSR.

Do you want to stay in the conference hotel?

If yes, Complementary shared room will be provided in the conference hotel for the holders of the following AWARD CODES: AMTA-AMT, AMTA-ZTA, AMTA-ZDC, AMTA-STC.

Hotel confirmation letter will be sent from the hotel, organized by the Courtesy Association by AUG 20, 2016.

Apply for passport and visa.

If no, received?

If yes, yes.

If no, no.

Confirmation submitted by May 10, 2016?

If yes, yes.

If no, no.

Do you want to share conference hotel room with another AMTGP or Zucker Travel Grant recipient?

If yes, yes.

If no, no.

Please be sure, you are holder of the award code AMTA-NSR.
Book your flight tickets.


Upload on or before 15 Aug 2015?

YES

NO

IAS Admin Office asks the travel grant recipients for update by Sep 15, 2016

Are the reimbursement documents in order?

YES

NO

The documents will be checked by IAS Admin Office

Inform Beáta Polgári and provide visa cancellation letter before Aug 15, 2016.


*In case of the above conditions are fulfilled, the registration fee will be substituted without deducting the $50 cancellation fee.

July 15
Notification about the correctness of the documents and the check payment will be made by Lynda in an email circular or web announcement by **Sep 15, 2016**

**Check will be written out by the IAS Admin Office by Oct 1, 2016**

CMD checks the attendance of the grantees at the CMD Workshop

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**Reimbursement after the Annual Meeting**

Registration fee US$375 + US$15 (if applicable)
Travel allowance up to US$800 for R8-10 and US$300 for R1-7
Accommodation up to 5 nights up to US$483.78 per grantee

Invoice requested, hotel penalty should be considered

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The check will be handed out to the grantees

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**Attended?**

**YES**

**NO**