

# Annual Meeting Travel Grant Program, AMTGP 2019

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The AMTG program provides support for IAS Chapter members and Award winners, as well as the Zucker Travel Award and Design Contest Winners to attend the IAS Annual Meeting. This year the Annual Meeting will be held in Baltimore, Maryland, USA between 29 September and 3 October 2019.

The program will pay travel expenses up to \$300 USD (Regions 1-7) and up to \$800 USD (Regions 8-10) for travel to the conference. The travel allowance includes items such as visa and round-trip economy class airfare, train, bus, taxi fare etc. Receipts or invoices must be provided. The travel route should be a direct route between your residence and the conference venue, i.e. any fee for additional private trips can't be claimed. Travel tickets should be booked for arrival and departure dates close to the Annual Meeting. Arrival ~1 week before and/or departure ~1 week after the event is allowed, but the travel program does not make provision for the additional expenses.

Conference registration must initially be made by the grantee. The student early bird conference registration amount (\$350) will be reimbursed at the conference, independent from the de-facto paid registration fee determined by the actual registration date, type or paper submission, and hotel booking status. Therefore, the maximum allowed reimbursement for registration fees will be \$350 USD.

Shared Hotel room for 5 nights (two AMTGP students/recipients per room) will be covered from Saturday, 28 September till Thursday, 3 October (checkout on Thursday). The option to book your own accommodation will only be acceptable for exceptional circumstances and with prior approval by the CMD chair. Any accommodation booked without approval will not be reimbursed.

All grantees are asked to register and take part in the CMD dinner, which is the main award presentation and social event of CMD. The CMD dinner registration can be made through the Annual Meeting Conference Registration website. The CMD will reimburse \$100 of the \$125 registration fee for the CMD dinner.

Meals during travel or at the conference are not reimbursed.

Due to budget constraints, there are a limited number of grants available this year. Preference will be given to student grade members, CMD committee chairs, area chairs, outstanding CMD officers, outstanding chapter officers, as well as the representatives of the various chapter awards and contests, and participants of the thesis and engineering contests. Should the number of applicants exceed the available funds, priority will be given to students presenting papers, as well as members of new Chapters formed since last year's Annual Meeting. Applications will be evaluated by an ad-hoc committee of CMD Travel Awards Committee.

All reimbursements are after the expense (except for the shared room in the conference hotel), so please check your resources and apply only if you are able to pre-pay the travel costs (visa, flight ticket), conference registration fee, CMD dinner and all other additional expenses. The travel allowance, registration fee, and CMD dinner fee will be processed by IAS Administrative Staff who will require copies of receipts. The reimbursement will be done by wire transfer to the recipient's personal bank account after the IAS Annual Meeting. Advance payments will not be provided. Any conference excursions and tutorials will not be reimbursed.

Recipients of the AMTGP need to attend the IAS CMD annual chapter workshop on Sunday 29 September, 2019, CMD dinner, CMD poster session, Zucker Luncheon and student technical sessions. AMTGP recipients are expected to arrive on Saturday 28 September, 2019 and depart on 3 October, 2019.