



E3B MA Student Conference Fund

The E3B department will offer up to a total of \$750 for MA students in their second year to attend, and present their work at one scientific conference. To be eligible for the full \$750 from E3B, students are required to apply for the GSAS matching grant for their conference once they have applied for and received the E3B Conference Fund. If additional funds are needed after being awarded of both E3B and GSAS funds, E3B will top-off the total amount of E3B + GSAS funds with an additional \$300, making the total amount of funding available to the student \$1050. If the student does not apply for GSAS matching funds, the total amount available from E3B is \$450.

Availability of funds: Conference travel funds are available to MA students in their second academic year (typically first day of Fall semester) through until 6 months post-graduation.

Talk to your advisor: You should keep your advisor/committee informed about your conference plans **at every step** in this process. Discuss which conferences you might want to attend in the first year of your program and look up the likely abstract deadlines (most conferences are held annually and announce their locations and dates ~2 years in advance). Your advisor can give you advice on writing your abstract, and on things like authorship for the presentation you give.

Submit an abstract: Students must be presenting at the conference, e.g. poster or oral presentation, to be eligible for funding. You should talk to your advisor about conferences they would recommend, and you should be prepared to submit an abstract prior to the submission deadline for your conference(s) of choice. You can submit abstracts to multiple conferences, but the E3B conference fund will only cover attendance at a single conference. For most conferences, you do not have to pay to submit an abstract or guarantee your attendance at the time of abstract submission. Carefully read the instructions for abstract submission on the conference website and talk to your advisor for advice on what to include. Abstracts are often due 6 months (or more!) BEFORE the actual conference.

Create a budget: Explore the conference website for information about registration fees and accommodation. We recommend you also estimate the cost of travel to the conference venue. Meals to be reimbursed should be estimated, excluding tips and tax, according to Columbia Travel & Expense: \$25 for breakfast, \$35 for lunch, \$75 for dinner.

Explore volunteer opportunities- which often come with a reduced registration fee. If you can't find information about student volunteers on the conference website, you should email the organizers to ask if there will be opportunities.



Category	Vendor	Cost
Conference Registration		\$
Accommodation (X nights @ Y dollars/night including taxes and fees)		\$
Travel (airfare)		\$
Travel (ground transportation)		\$
Meals (expected costs)		\$
	Total	\$
	Total “initial amount” requested from E3B	\$
	Total requested from GSAS	\$
	Total “secondary amount” requested from E3B	

Application materials: Students must provide a conference flyer, proof of presentation (in the form of the conference schedule or email invitation), budget, and other supporting documentation with their reimbursement paperwork. These materials should be emailed Raymond Garcia (rg3297@columbia.edu), Bekka Brodie (bb3117@columbia.edu), and Kyle Bukhari (kb2337@columbia.edu).

Apply GSAS Funding: The Graduate School of Arts and Sciences provides up to \$300 in match funding for conference attendance. Additional information can be found on the GSAS website [here](#). When you have received your invitation to present at the conference of your choice, complete the GSAS ‘Application for Conference Matching Travel Funds’ form, finalize your budget, and submit it via email to the DMAP and DAAF. You must also CC your primary advisor on this email to confirm that they agree with your plans.

- July 3 — for conferences held May through August
- November 3 — for conferences held September through December
- March 3 — for conferences held January through April