



monash  
graduate  
association

## Conference Organiser Funding ~ Application Form ~

### What you need to know before applying

The Conference Organiser Funding is designed to help graduate students who want to organise a conference in their discipline to bring together graduate students to share their work.

All applications must be made by a minimum of two graduate students working as part of a student committee to organise the event. Events require Departmental staff support to be approved.

The MGA will only fund one conference per Department/School per year.

Please apply for funding at least one month prior to your event and we will respond to your application within 5 working days. To apply, fill out all the information requested and email your completed form to [vicki.stevenson@monash.edu](mailto:vicki.stevenson@monash.edu).

*Not organising a conference? the MGA also provides funding for graduate students organising a seminar, as well as group funding for social events. See our website for more information: [mga.monash.edu](http://mga.monash.edu)*

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**Applicant 1 contact information**

First name

Last name

Email address

Degree

Department/School

Faculty

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**Applicant 2 contact information**

First name

Last name

Email Address

Degree

Department/School

Faculty

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**Supporting staff member**

First name

Last name

Email address

Position

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**Group Name**

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**Event information**

Conference title Conference start date Duration  
(days)

Academic theme of the conference

Describe the roles and responsibilities to be undertaken by the graduate student committee in organising this Conference.

List, if any, the other groups involved in organising this event

Where will the Conference be held?

How many of the following people do you expect to attend your event?

Monash graduates students

Other University graduates students

Monash academic staff

Monash undergraduates

Other

Monash Honours students

How do you plan on spending the allocated funding?

Would you like to receive MGA merchandise for your conference? If so, what?

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**Thank you for completing the Application Form. Send the form through to [vicki.stevenson@monash.edu](mailto:vicki.stevenson@monash.edu) and we'll contact you back within 5 working days.**

**Don't forget, if you need some useful tips and info, read our "How to Organise a Conference Guide".**

**Good luck organising your Conference!**