

Guidelines for Conference Funds from the Faculty of Science

The Faculty of Science supports faculty that are organizing conferences in any given year.

Large International conference (> than 300)	up to \$5,000
Large national conference (> than 300)	up to \$2,500
Small international (approximately 100-200)	up to \$2,000
Small national (100-200)	up to \$1,500
Small local conferences (50-100)	up to \$1,000

Request for support should include the following

1. Budget that outlines costs and revenues. It is expected that the registration fees should cover approximately 75% of the conference costs.
2. It is expected that the organizer's home department will provide a match to the funds that are being given by the Faculty of Science.
3. The organizers should have a plan to strive for gender parity and appropriate diversity with respect to the speakers that are to be invited to give talks at the conference.
4. If the conference is budgeting a profit, it is expected that 50% of the profit will remain with the organizers in the Faculty. A clear plan to show how these funds will benefit students at the University of Manitoba must be provided.
5. Within 6 months a brief report on the conference is expected by the Faculty.