

## Conference Assistance Policy

We are very keen to encourage and support members of our PebblePad Community to present their work at relevant national and international conferences. There is often significant cost associated with these events and it seems that organisations internationally have diminishing budgets for staff travel and professional development.

PebblePad Community members can now apply for financial assistance to contribute to the costs of conference travel and attendance.

The level of financial support available, the criteria for acceptance, and the process for application is outlined below.

**Please note that this funding is not available for attendance at PebblePad events.**

### Financial Support Available

An individual is only eligible for financial assistance once in any 12-month period.

The amount available is determined solely by whether the conference is national or international:

	Applicant region of residence			
	UK (GBP)	AUS (AUD)	US (USD)	CA (CAN)
National Conference	£250	\$450	\$350	\$425
International Conference	£400	\$700	\$500	\$675

**NOTE:** We will not fund more than 30% of the total cost of attendance (includes registration, travel, and accommodation).

We have allocated a set annual budget for this funding which will be distributed as applications are received. We cannot guarantee the availability of funds, even if all acceptance criteria have been met.

## Acceptance Criteria

1. The applicant must be a member of a current PebblePad customer organisation (includes students and members of professional organisations).
2. The conference must be a national or international event. PebblePad run events and internal or local/regional events do not qualify for financial assistance.
3. The applicant must have a paper or workshop accepted and must have a speaking slot on the program. Posters do not qualify for financial assistance.
4. The paper must demonstrate a link between PebblePad and enhancements to learning, teaching, or assessment practices or outcomes.
5. The applicant must agree to contribute content to the PebblePad Community following attendance at the conference. This can be a post for the PebblePad Blog, a case study, exemplar assets/resources, or other relevant content. The Community Manager will liaise with the successful applicant to identify the most appropriate form of contribution.

Where there are two or more applications but insufficient funds for all, the following criteria will be used to rank applications:

- National vs International
- Learning, Teaching and Assessment Event vs Discipline specific event
- Length of presentation
- Degree to which the paper demonstrates a link between PebblePad and enhancements to learning, teaching, or assessment practices or outcomes
- Relevance to annual theme (where one has been announced)
- Previous applications and financial assistance

## Application Process

Applicants must complete the Conference Assistance Application Form.

Applications may be submitted prior to papers being formally accepted but allocation of funding is dependent upon confirmation of acceptance.

Applicants are invited to discuss their application with their organisation PebblePad Consultant prior to applying if they would like any assistance or advice.

Completed forms, together with required attachments, are to be emailed to:

UK: Vikki Kenny – [vikki@pebblepad.co.uk](mailto:vikki@pebblepad.co.uk)

Australasia: Alison Poot – [alison@pebblepad.com.au](mailto:alison@pebblepad.com.au)

North America: Gail Ring – [gail@pebblepad.com](mailto:gail@pebblepad.com)

Upon receiving your application an email receipt will be sent.

Your application will be reviewed by the PebblePad team and you will be notified of the outcome as soon as possible and within 7 - 10 days (from confirmation of paper acceptance).