

## International Council on Archives

### First Annual Conference, Brussels, 23 & 24 November 2013

### Participant Funding Announcement

The International Council on Archives is pleased to announce that it has a limited amount of funding to support members from low resource countries outside Europe to attend the Annual Conference in Brussels in November 2013. For full details of the Conference Programme and registration, see the ICA website (<http://www.ica.org/14496/about-the-annual-conference-2013/conference-preliminary-programme.html> and <http://www.ica.org/14762/registration/registration.html> ).

ICA will award 20 bursaries of up to €1000 each, 10 to members from francophone countries and 10 to members from non-francophone countries. The bursaries aim to cover most costs of attending the Conference but recipients will need to find their registration fee from another source, for example their employer. Other expenses will be met only on provision of valid receipts for standard class travel and reasonable hotel rates.

Interested members should apply for funding using the Conference funding request form, paying particular attention in their responses to the funded participant selection criteria below. The deadline for submission is 11<sup>th</sup> October 2013, please return your application to Margaret Crockett, Deputy Secretary General Conferences ([crockett@ica.org](mailto:crockett@ica.org)). The selection will be made by the DSG, Conferences and the Corporate Manager and approved by the Secretary General and the ICA Treasurer. Participants will be notified whether they have been selected or declined by the 18<sup>th</sup> October 2013. Candidates are advised to look into visa requirements prior to applying for funding to ensure that they are ready with a visa application as soon as possible should they be awarded a bursary.

#### **Criteria for awarding funding to participants**

The following criteria must be met:

1. the applicant is a member of ICA
2. the applicant will make a significant contribution to the success of the meeting and therefore to ICA's overall goals
3. the applicant has not recently received funding to support travel on ICA business
4. no other person from the same organisation is receiving ICA funding for the same meeting
5. the applicant must be able to make some contribution towards the cost of attendance themselves (NB ICA will not pay all expenses, applicants will be expected to pay their own registration fees at the early bird rate of €400)

Meeting the following criteria is desirable:

6. requested to attend the meeting by the ICA Secretary General, President or Treasurer
7. represents an institution, country or region that risks being under-represented in ICA, and to which the subject matter is of particular relevance

### **Conditions**

If selected, recipients must:

- Register for attendance on the Conference website immediately
- Write a short article for the ICA website or other appropriate publication or be accepted as a speaker at one of the sessions
- Not claim for the total cost of all expenses but will be expected to find funding for registration from employers, personal resources or other funding bodies
- Meet any expenses in excess of €1000 themselves
- Submit an expense claim with receipts for all expenditure on an official ICA expense claim form by the 31<sup>st</sup> December 2013