



### What is a conference subsidy?

The Dalhousie Commerce Society Subsidy Program supports Dal Commerce students in following their passions and getting involved in conferences that will further their university experiences. The subsidy makes external conferences more accessible to students by covering a portion of the costs included in their delegate fees.

### What conferences/competitions qualify?

Any external business-related conferences and competitions qualify for a subsidy, excluding JDC Central, DECA, and Enactus. For a list of suggested opportunities, please visit our website at [dalcomm.ca/cases-and-conferences](http://dalcomm.ca/cases-and-conferences).

### How are subsidies awarded?

Applications are reviewed by the Subsidy Application Review Committee and evaluated based on the following criteria:

1. **Degree of value that the experience will give the individual student**
2. **Degree of value of the experience to the Rowe School of Business**
3. **Degree to which applicant has been a role model within Dalhousie or the Dalhousie community**
4. **Past conference and DCS subsidy history**

Please note that students are eligible for more than one subsidy per semester, up to a maximum of \$500.

### What does a subsidy cover?

For external conferences and competitions (regardless of location), the subsidy reimburses you for the delegate fee, up to a maximum of \$500 per semester.

### How do I apply for and receive a subsidy?

1. Submit your completed application to [office@dalcomm.ca](mailto:office@dalcomm.ca) at least twenty (20) days before the conference or competition deadline. You will be notified via email within fourteen (14) days as to whether or not you have been awarded a subsidy.
2. Apply for and pay for the conference directly.
3. Attend the conference and fully participate in all events.
4. Submit your reimbursement form in the DCS Office (Room 2058). Payment will be made in the form of a cheque following form submission within 14 days.
5. If you are applying for reimbursement after the 20-day deadline, please expect a lower approval rate, and longer wait times.
6. The student has 2 weeks following the date of the conference or competition to submit a personal expense form for reimbursement. Submissions after the 2 week grace period may result in denial of the application.





## CONFERENCE SUBSIDY APPLICATION

*(Please complete and submit before you attend the conference)*

### Process for subsidies

1. Submit your completed application to office@dalcomm.ca twenty (20) days before the conference or competition. **Please send all documents in Word format and title them "Conference Name – Subsidy Application"**. You will be notified via email within fourteen (14) days as to whether or not you have been awarded a subsidy.
2. Apply for and pay for the conference directly.
3. Attend the conference and fully participate in all events.
4. Submit your reimbursement form in the DCS Office (Room 2058). Payment will be made in the form of a cheque following form submission.

### Contact Information

Please note that the following information is taken for communication purposes only, and will not be seen at any time by the Subsidy Application Review Committee. Your application will receive a number after submission, and will remain *anonymous* throughout the entire process.

**Name:**

**Year of Study:**

**Email:**

**Telephone:**

**Conference Name, Date(s):**

**How did you become aware of the conference?**

**Which other conferences / competitions have you attended before?**

### Budget of Expenses

Please attach a preliminary, or final budget of expenses to the best of your abilities. This budget must include an accurate delegate fee, transportation, etc. An updated, finalized copy will need to be filled out upon return.



## CONFERENCE SUBSIDY APPLICATION

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### Subsidy Application

Please fill out all questions honestly and to the best of your ability. Note that any cases of fraud or deliberate misrepresentation will not be tolerated and will be sent directly to the appropriate committee for disciplinary action.

**Conference Name:**

**Year of Study:**

**Questions:**

1. How have you shown academic excellence during your time in the Bachelor of Commerce program at Dalhousie? Please describe using examples such as academic achievements for specific courses.
2. Describe your current and past extra-curricular involvement during your time at Dalhousie.
3. Why would you like to attend this conference and what interests or experiences do you have that are related to the conference?
4. What do you hope to gain from the conference and how do you plan on using it at the Rowe School of Business?
5. Are there any additional factors we should consider in your application?

Please email completed application form to [office@dalcomm.ca](mailto:office@dalcomm.ca) or drop off a hard copy in the DCS office (Rowe 2058).