

WU YEE SUN COLLEGE
THE CHINESE UNIVERSITY OF HONG KONG

Academic Conference Sponsorship Scheme Guidelines

1. Purpose

The purpose of the College's Academic Conference Sponsorship Scheme is to provide financial sponsorship to University's units of the College members for organizing local and international conferences.

2. Application and Approval

- a) Applications are opened all year round. Sponsorship proposals should be sent to the College Office of Wu Yee Sun College.
- b) The sponsorship proposal must be submitted by a staff member affiliated to Wu Yee Sun College who take part in the organization of the conference.
- c) The applicant should provide information of other funding support, if available, upon application.

3. Amount of Sponsorship and Conditions

- a) Around five conferences will be supported each year. Priority would be given to those conferences that could make significant contribution to goals and missions of the College.
- b) The amount of sponsorship is up to HK\$10,000 for each approved proposal.
- c) The sponsorship is for covering expenses associated with the organization of the conference. The unit receiving the sponsorship will be required to provide the College with a full financial report upon completion of the conference. Reimbursement from the unit is required if the sponsorship is not fully used up.
- d) The unit receiving the sponsorship will be responsible for the planning and organization of the supported conference.
- e) The sponsorship of Wu Yee Sun College must be prominently acknowledged in all publicity materials associated with the conference.