The National Science Foundation provides limited travel support funding through the GENI Project Office for persons wishing to attend **GENI Engineering Conference (GEC) 22.** The conference will be hosted by the **George Washington University** and will be held from **March 23** to **March 26, 2015** at **Hilton Crystal City at Washington Reagan National Airport**, Washington, D.C. For conference agenda and other details, please see <http://groups.geni.net/geni/wiki/GEC22Agenda>.

The purpose of the travel grants is to increase the educational, ethnic and geographic diversity of the conference attendees and to create opportunities for informal social networking between participants from a wide range of universities and companies, and most importantly to provide opportunities for experimenters to be exposed to GENI concepts and receive training that will enable them to successfully complete experiments using GENI infrastructure. Any applicant affiliated with a U.S institution, including students at U.S schools, is eligible.

**APPLICATION DEADLINE**:

Due to hotel availability and deadline, your travel grant applications should be submitted by **February 6th**, **2015.** Travel grant applications may be reviewed after the deadline but acceptance will also be based on funding availability. Applications received by February 6 will be reviewed by the GENI Project Office and will be notified by no later than **February 13th, 2015**.

**CONTENT OF APPLICATION** (NON-CONFORMING APPLICATIONS MAY BE REJECTED):

Applications for a travel grant should contain the following:

* ***Biography****:* A brief description of the applicant, including name, **home mailing address, gender, country of citizenship**, title, school affiliation in the USA, address, and, if a student, current year in degree path and when the degree is expected.
* ***Application****:* A brief letter explaining **why** the applicant’s participation in the GENI Engineering Conference would be beneficial to the candidate (what the applicant expects to learn at the conference) and the applicant’s plans for incorporating GENI into his or her current or planned research efforts.
* ***Reference Letter****:* For student applicants a letter from the student's advisor confirming the expected benefits to the applicant and the planned research use of GENI.
* ***Cost Estimate****:* An estimate of travel costs is required. Round-trip airfare from the candidate's home airport to the conference area airport, number of nights hotel support the applicant expects to need, and other costs such as meals, ground transportation, etc. Please complete and submit the cost estimate template (see following page).

**please note:**

* To estimate your expenses, please use conference fee rate of $350 and hotel rate of $189/night + tax \*.
* A block of rooms have been reserved for March 22- 27, 2015 at Hilton Crystal City Hotel at Washington Reagan National Airport. The special room rate will be available **until March 2nd or until the group block is sold-out, whichever comes first.**
* Your registration fee will include breakfast and lunch for all four days. You should not submit food expenses for reimbursement except dinner cost. However, if you do need to submit other meal expenses, please include a justification and make sure you keep all of your receipts. Hotel shuttle and other public transportation are available from the airport to the hotel.

**SUBMISSION ADDRESS:**

applications should be sent to gec-admins@googlegroups.com with the subject “travel grant application”

**TRAVEL GRANT COST ESTIMATE**

# Travel from/to:

Number of nights required:

|  |  |
| --- | --- |
| Airfare |  |
| Hotel |  |
| Ground Transportation |  |
| Meals |  |
| Conference Fee |  |
| Miscellaneous |  |
| Total Estimated Cost: |  |