

## **GUIDELINES FOR SCHOLARSHIP APPLICATION FOR INVITED SYMPOSIA SPEAKERS AND AUTHORS OF ACCEPTED ABSTRACTS**

Deadline for applying is Friday, 04 August 2017

### **Who is eligible to apply:**

The WCTOH 2018 Organising Committee is pleased to cover a limited number of conference registration fees and/or transportation costs and/or hotel accommodation to the 17<sup>th</sup> World Conference on Tobacco or Health. Invited presenters of oral abstracts, symposia presentations and poster presentations who would be unable to attend the conference without financial assistance are eligible to apply. Individuals from low- and middle-income countries, as well as those who can demonstrate partial funding for attendance, will be given priority. The number of grants awarded will vary annually, depending upon the amount of funding available.

### **Who will review the applications:**

The applications will be reviewed by members of WCTOH 2018 Organising and Scientific Committees. In addition to the support offered by WCTOH 2018, we will seek external grants and donations for additional travel grants and conference registrations. The additional support made available through funding provided by donors will be allocated to applicants who meet their specific requirements regarding country of work, profession, etc.

### **Minimum eligibility criteria:**

- Invited to present an abstract or symposium at the Cape Town conference
- Currently working or volunteering for a programme or research project in tobacco control

### **Application process:**

By the stated deadline, applicants must complete the application, submit a motivation letter, and provide two letters of support, as outlined below:

1. One-page letter of motivation including the following points (please note that CVs will not be accepted or reviewed):
  - Your current activities in tobacco control
  - Your contribution to the WCTOH conference
  - Your plans for disseminating the knowledge you gain at the conference upon your return home
2. Two letters of support, one from a peer and one from a supervisor or supporting institution (e.g., academic department, NGO, government, association, umbrella organisation).

*Applications are open from 04 July 2017.*

### **Responsibilities of travel grant recipients**

All recipients will be responsible for the following:

- Communicate with WCTOH 2018 Secretariat travel services to coordinate travel arrangements if transportation costs are awarded.
- Contact your home country's embassy about travel requirements to the conference host country and make arrangements for securing a visa, if necessary.
- Ensure your passport is valid for at least six months after the return travel date and there is an adequate number of blank pages to enter the host country.
- Meet with WCTOH 2018 Communications team for an interview about the topic of your presentation.

Should any of these requirements not be fulfilled, the award may be revoked and repayable to WCTOH 2018 Secretariat and future applications for grants will not be considered.