

Travel Grant for IEEE ITW 2024

For Students

We are pleased to announce travel grants to partially subsidize travel costs of selected student co-authors of papers accepted for presentation at IEEE ITW 2024, Shenzhen, China.

Eligibility Criteria

To be eligible for an ITW 2024 Student Travel Grant, the applicant must be:

- A full-time student in an accredited programme at an institution of higher learning;
- A co-author of an accepted ITW 2024 paper with a final version uploaded;
- Having completed ITW 2024 registration;
- Recommended by the advisor/mentor with a letter of recommendation.

Application Material

First preference will be given to under-represented groups (e.g., people with disability, women, minorities, undergraduate students, and from locations where travel funds are least/less available) and first author students. Student authors from all other groups will be given second preference.

The application should consist of the following documents (incomplete applications will not be considered):

- A request letter from the student;
- The student's registration confirmation number;
- The student's recent CV;
- A recommendation letter with the institution letterhead from the advisor/mentor (included in the package submitted by the applicant);
- An estimate of the travel expenses associated with attending ITW 2024, i.e., airfare, hotel, and conference registration. Note that ITW will be able to cover only a part of the overall cost.

Student Request Letter

The request letter must be one page with the following information:

- Contact information: Name, academic institution, degree programme, advisor/mentor, email contact of student and advisor/mentor;
- ITW 2024 paper co-authorship: list of ITW 2024 papers (with paper number, title, co-authors);
- A narrative about how the student will benefit from participation at ITW 2024.

Recommendation Letter

The recommendation letter from the advisor/mentor should include:

- The institution letterhead;
- Confirmation that the student is a full-time PhD, master or undergraduate student with good academic standing at the institution;
- A statement on the strength and potential of the student and their benefit of participation in ITW 2024;
- Advisor/mentor's commitment to cover the student's travel cost in excess of the travel grant.

Application Procedure

Applicants should aggregate their application material into a SINGLE PDF file (including the recommendation letter from the advisor/mentor) under the filename <Student_Name>, and submit it via Dropbox (with the link [HERE](#)). Applicants from the mainland of China may also choose to submit the file as an email attachment to the email address of the Financial Co-chair Qifu Sun:

qfsun@ustb.edu.cn

with the subject line: ITW 2024 Student Travel Grant Application: <Student Name>

Reimbursement Process

For reimbursement purposes, award recipients are only required to submit COPIES of expense receipts (including registration fees, hotels, and airfares) for reimbursement. If the actual expense is less than the size of the award specified in the award letter, award recipients will only be reimbursed the actual incurred expenses.

Application Timelines

- August 22, 2024: Post of information on travel grant on the website of ITW 2024;
- September 24, 2024: Application deadline;
- October 8, 2024: Notification of awardees;
- October 15, 2024: Travel grant acceptance deadline;
- November 1-30, 2024: Collect copies of receipts from Awardees;
- December 1-15, 2024: Distribution of awards.