

Travel Grant for IEEE ITW 2024

For PhD holders

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

Eligibility Criteria

To be a PhD holder eligible for an ITW 2024 Travel Grant, the applicant must be:

- A PhD holder that graduated within the last three years (as on 24 November 2024);
- A co-author of an accepted ITW 2024 paper with a final version uploaded;
- Having completed ITW2024 registration;
- Recommended by a faculty member in the author list (in case irrelevant, the senior line manager of the applicant) with a letter of recommendation.

Application Material

Preference will be given to under-represented groups (e.g., people with disability, women, minorities, and from locations where travel funds are least/less available) and first author PhD holders. PhD holders 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 PhD holder;
- Registration confirmation number;
- The PhD holder's recent CV;
- A recommendation letter from a faculty member in the author list (in case irrelevant, the senior line manager of the PhD holder);
- 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.

Request Letter from the PhD holder

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

- Contact information: Name, academic institution/company, position, email contact of the PhD holder and a faculty member in the author list (in case irrelevant, the senior line manager of the PhD holder);
- ITW 2024 paper co-authorship; list of ITW 2024 papers (with paper number, title,

co-authors);

- A narrative about how the PhD holder will benefit from participation at ITW 2024.

Recommendation Letter

The recommendation letter from a faculty member in the author list (in case irrelevant, the senior line manager of the PhD holder) should include:

- Confirmation that the PhD holder is a full-time researcher with good professional standing at the institution/company;
- Confirmation that the PhD holder graduated within the last three years (as on 24 November 2024); and
- Clarification that the PhD holder needs for travel grant to attend ITW 2024.

Application Procedure

Applicants should aggregate their application material into a SINGLE PDF file (including the recommendation letter) under the filename <PhD_holder_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: ITW2024 PhD Holder Travel Grant Application: <PhD holder 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.