**Applicant’s name (first and last):**

**Event:**

|  |
| --- |
| Name of the Event:      Organised by:      Type of event (conference/ workshop/ symposium/ …):      Brief description (and website, when available):      Credit allocation (if announced by the organizers):      Place:      Date(s) / Duration in hours if less than a day:      Communication type accepted: [ ]  talk [ ]  posterTitle:      Please mention Swissuniversities in your acknowledgments and add the logo of Swissuniversities to your poster |

**Financing:**

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| --- |
| The total requested amount is       CHF |

**Please do not make binding travel arrangements before approval by** (in this order)

|  |
| --- |
| 1. Your thesis supervisor – Name of thesis supervisor:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. Cristina Soriano (Head of Education & Training)

[ ]  The specified credit load is approved. Granted amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. Daniela Sauge (CISA Administration)

[ ]  The requested sum is available. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Mandatory attachments:**

[ ]  Program of the event

[ ]  Proof of acceptance of talk/ poster. (If this is not available at the time of application, it will have to be submitted with the reimbursement application after the conference for the expenses to be reimbursed)

[ ]  A detailed budged of the required sum specifying each type of expense, and the supporting documents (e.g., print of flight quote, etc.)

[ ]  Proof of application to other funding sources (and their answer, if available)