



Conference Funding Request

Submission Date: _____

Organization (if applicable): _____

Contact Name: _____

Email: _____

Phone Number: _____

Conference Name: _____

Destination: _____

Departure Date/Time: _____

Return Date/Time: _____

Number of Attendees: _____

of Days: _____

of Nights: _____

Names of Students Attending:

Additional Information:

You must include a typed statement about why you are attending this conference. Only the first author on an oral presentation or poster will be funded by TouroCOM Harlem

You must include the following:
Copy of Conference Invitation
Proof of First Authorship
(OR)
Proof of Officer with SO

Type of Conference (check all that apply)

SGA Executive Board

Oral Presentation

Poster Presentation

SO Officer Required

SO Non-Required

No Presentation (non-SO)

Questions and Submission:

Harlem: Ms. Carolyn Burrowes
carolyn.burrowes@touro.edu
Middletown: Ms. Cindy Dickman
Cindy.dickman@touro.edu
Montana: Ms. Sandy Robinson
srobinso26@touro.edu

Other: _____

Instructions:
 Please read over the conference funding policy listed on the TouroCOM website and make sure that your conference will be covered under the general guidelines.
 This form must be submitted at least **thirty (30) days** before the date of the conference (the earlier the better) so that there is enough time to get approved for funding.