

## **Biodiversity Information Standards Taxonomic Databases Working Group (TDWG)**

### **Annual Conference 2007 - Support for Student and other delegates**

Early in 2007 the TDWG Executive discussed methods of attracting to the Annual Conference talented students and delegates from countries where travel support for scientists is limited and we are poorly represented. As part of the registration process for the 2007 Conference in Slovakia we have put in place three mechanisms for assisting delegates to attend.

It is essential that applicants look carefully at the Conference website at <http://www.tdwg.org/conference2007/> for details of the registration process and registration fees (including late registration penalty) before submitting an application.

#### **Graduate and post-graduate students:**

Bona fide graduate and post-graduate students at a recognised academic institution may apply for discounted conference registration fees (200 \$US) and reserved inexpensive accommodation at the conference venue.

All applications must be made using the form on the Student Registration page on the Conference web site, and must be supported by submission of digitally scanned evidence of student status (student card, letter from Head of Department, Professor, etc.). Please note that the originals of this evidence must be presented at the Registration Desk on arrival at the Conference otherwise you will be required to pay the difference between student registration and normal registration in cash before admittance to the venue.

#### **Delegates from countries where travel support for scientists is limited:**

Prospective delegates from countries where travel support for scientists is limited may apply, under strict conditions, for the same discounted conference registration fees (200 \$US) and reserved inexpensive accommodation as students. This mechanism is intended to offer a better chance to attend the Conference to delegates who would not otherwise be able to secure sufficient funding. It is unlikely that applications from major industrialised countries, or countries where financial support is limited for political reasons, would be successful.

To avoid fraudulent and bogus applications, all applicants will be required to provide the following, by fax to the Conference Secretariat (you will be sent the fax number by e-mail):

- a) A signed letter from a senior figure (Director, Head of Department, Professor) in the applicant's home institution or educational establishment confirming the applicant's employment or academic status.
- b) A signed letter of recommendation from an external referee acceptable to the TDWG Executive (this could be a TDWG Group Convener or a member of the Executive, or a respected scientist known to us).

All applications should be made directly to Lee Belbin by e-mail to [lee@tdwg.org](mailto:lee@tdwg.org) with Subject line "TDWG 2007 Invited Delegate". You will be contacted to discuss how you can contribute to the Conference, and to organise provision by you of supporting documents.

#### **Delegates needing a Letter of Invitation to the Conference:**

Delegates needing a Letter of Invitation to the Conference in order to secure funding from internal or external funding sources may apply. Provision by TDWG of this Letter does **not** imply any funding by TDWG, or discounted registration fees, or reserved inexpensive accommodation.

To avoid fraudulent and bogus applications, all applicants will be required to provide the following, by fax to the Conference Secretariat (you will be sent the fax number by e-mail):

a) A signed letter from a senior figure (Director, Head of Department, Professor) in the applicant's home institution or educational establishment confirming the applicant's employment or academic status.

b) A signed letter of recommendation from an external referee acceptable to the TDWG Executive (this could be a TDWG Group Convener or a member of the Executive, or a respected scientist known to us).

All applications must be made using the form on the Registration page on the Conference web site. You will be contacted to discuss how you can contribute to the Conference, and to organise provision by you of supporting documents.

### **Additional Information**

Please look at the Conference website at <http://www.tdwg.org/conference2007/> for details of the registration process.

### **Deadlines**

In all cases the application must be made to the Lee Belbin ([lee@tdwg.org](mailto:lee@tdwg.org)) not later than 31 July 2007. Applications submitted after this date may still be considered but are unlikely to be processed before the late registration penalty fee (50 \$US) comes into effect on 16 August 2007. The late registration penalty fee will apply to all registrations on or after that date.

The number of inexpensive rooms available at the Conference venue is limited. Rooms will be allocated to successful applicants requesting them on a first-come-first-served basis. Applicants are advised to submit their applications as soon as possible.

### **Terms and Conditions**

Please note that TDWG does not have funds available for direct financial support for delegates to attend the Conference. Discounted registration and reserved inexpensive accommodation are the only financial support options available and are offered at the discretion of the TDWG Executive.

Submission and receipt of an application does not commit TDWG in any way. All applications will be considered by the Conference Committee. The decision of the Committee will be final, no reason will be given for declining an application, and no subsequent correspondence will be entered into.