

**The Fifth International M-Libraries Conference, 27th-30th May 2014 to be held in Hong Kong**

**Policy and procedure for allocating sponsorship**

Applicants seeking sponsorship **must**:

- a) Complete the sponsorship application form;
- b) Send this with a supporting letter (on official headed notepaper) from a Director, Head of Department or Head of Unit at their employer organisation or university/college department.
- c) Indicate the relevance of the conference to you and/or your workplace;
- d) Indicate if your institution can contribute financially.

To be eligible for a sponsored place, applicants must meet all of the following criteria:

- Be *either* a library practitioner *or* a student of Library/Information Science
- Demonstrate that attendance at the conference will meet specific objectives for their service, development or research
- Confirm that their organisation or university/college is unable or only partly able to fund their attendance
- Confirm their willingness to write an informal report of their experience of the conference, to be published in the professional press and on the conference website.

In the event of a competition for sponsored places, the sponsorship committee will assess the applications using the following criteria:

- Eligibility according to the criteria listed above
- An assessment of the significance of the contribution which attendance at the conference will make to the objectives of the applicant's organisation or constituency
- An assessment of the significance of the contribution which attendance at the conference will make to the applicant's personal and professional development
- An assessment of the contribution the applicant's attendance will make to the success of the conference as a whole.
- Priority will be given to those who have had a paper accepted and particularly to first time presenters.

The decision of the sponsorship committee will be final. Levels of sponsorship awarded may vary and as such, if your application is successful, the final amount will be negotiated with you.



**The Fifth International M-Libraries Conference, 27<sup>th</sup>-30<sup>th</sup> May 2014, Hong Kong**

**APPLICATION FOR A SPONSORED PLACE**

---

Name.....

***For Employees:***

Organisation: .....

Role: .....

Time spent in current role: .....

***For Students:***

Course of Study:.....

University or College .....

Dates: .....

Reason for requesting a sponsored place:

Personal or organisational objective which relates to the topic of the conference:



**Amount of sponsorship requested**

<b>Item</b>	<b>Cost</b>
Conference Fee	
Accommodation	
Subsistence	
Travel expenses	
<b>Total</b>	

I confirm that my organisation is unable to provide these funds:

Signed.....Date.....  
(see also letter of support to accompany this form)

I confirm that if I am awarded a sponsored place I will produce a report within four weeks of the conference.

Signed.....Date.....

**Please attach a letter (on headed notepaper) from your manager or head of department to support this application and your CV, and send to M-Libraries Conference Office, The Open University, Betty Boothroyd Library, Walton Hall, Milton Keynes MK7 6AA, United Kingdom or to [m-libraries-conference@open.ac.uk](mailto:m-libraries-conference@open.ac.uk). The deadline for applications is Tuesday 4<sup>th</sup> March 2014.**