

**GOODMAN SCHOOL OF BUSINESS**  
 Dean's Office MSc Student Conference Travel Support  
 Policy and Guidelines

Background:

The main purpose of the Goodman School of Business (GSB) MSc student conference travel support grant is to provide Goodman Master of Science in Management (MSc) students with opportunities to showcase their research projects, to build relationships with professors and students from other academic institutions, and to develop their presentation skills at major conferences in Canada, the United States, and overseas. The Dean's Office strongly believes that supporting Goodman MSc students through this type of financial aid will boost their intellectual advancement in academic setting and also will provide the GSB with leverage to attract high-quality students into the Goodman MSc program.

Policy and Guidelines

The objective of the policy is to provide MSc students with financial support to present at up to two research-based conferences in Canada, the United States, or overseas during the course of his or her study in the MSc program. Simply attending a conference without making a paper presentation will not qualify for this grant.

Maximum amount of support for the 1st conference	Canada: \$1,000 US: \$1,500 Overseas: \$1,500
Maximum amount of support for the 2nd conference	Canada: \$500 US: \$500 Overseas: \$500

- As a rule, students must be officially registered in the MSc in Management program at the time of his or her conference presentation. However, a conference presentation after graduation may still be supported, if an MSc graduate does not hold a full-time employment or is not enrolled in full-time studies at another institution.
- Approval for conference travel support must be sought prior to the conference (preferably, at least three weeks in advance). Conference travel claim without pre-approval from the Dean's Office will not be reimbursed.
- Papers must be accepted for presentation at a conference, not simply for poster display.
- Funding is available for one student presenter. If both an MSc student and his or her thesis supervisor (or committee member) wish to present the same paper at the same conference, the student will be supported, provided that (s)he will make a full presentation, whereas the faculty member could separately apply for the GSB Conference Travel Support grant. In such a case, usual policy and guidelines for the GSB Conference Travel Support grant apply.

Expenses associated with travel are reimbursed according to travel expense policies set by the University. Details of these policies can be found at:

<http://www.brocku.ca/finance/Policies-and-Procedures/Personnel-Reimbursement>

A web-based application form for the MSc student conference travel grant is available at: <http://brocku.ca/business/current/graduate/forms>. The application form along with proof of acceptance for conference presentation should be submitted to the Associate Dean of Research and Graduate Studies prior to the conference attendance for pre-approval.