ADDITIONAL INSTRUCTIONS FOR CFEST TRAVEL EVIDENCE OF ACCEPTANCE

Please attach one of the following forms of evidence:

- Paper and poster presentations, panelists, and panel respondents
  - Email from the conference or session organizer indicating your presentation was accepted
  - Conference program listing excerpt showing the time and location of your presentation
- Session, panel, and symposium organizers
  - Email regarding the scheduling or acceptance of your session/panel/symposium
  - Conference program listing excerpt showing the time and location of your session/panel/symposium and listing your name as an organizer
- Conference organizers
  - Email regarding the conference organizing (such as an email to co-organizers or session leaders)
  - Conference program excerpt listing your role as organizer
- National officers must attach BOTH of the following items:
  - Attach evidence of required attendance (excerpt from organization bylaws or correspondence with organization specifying required attendance – contact CFESTGrants@ship.edu for additional information)
  - Attach evidence of office (correspondence as above would suffice, or your name in a listing of officers)