

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)