LACS Conference Participation Support Information and Guidelines

The Department of Latin American, Caribbean, and U.S. Latino Studies provides financial support to doctoral students to participate in professional conferences. In addition, requests for support can also be submitted to the Graduate Student Organization and graduate union representatives.

Doctoral students, who solicit funding in order to participate in professional conferences, are required to follow these procedures:

1. All initial funding requests will be submitted to the Department Chairperson. Your request must include:
   - Email from the conference organizers confirming that you have been approved to present a paper, chair or moderate a panel;
   - Itemized list of expected expenses (travel, lodging, conference registration, etc.)
   - Amount of funding needed.

2. The Department Chairperson will approve funding up to the amount set for that fiscal (fiscal allocation may vary each year) and contingent upon availability of funds. The practice is that all doctoral students are generally provided with the same amount of support as funds permit.

**NOTE:** Once funding has been approved, all travel plans for the conference must be processed through the contracted travel agency by the campus (Please review link for your information: https://www.albany.edu/accounting/state-contracted-agencies.php). All other conference related expenses outside of travel must be first consulted with the department’s administrative assistance for review and processing.

The University does not advance funds to graduate students.

   1. Copy of acceptance letter
   2. Copy of conference program where you appear
   3. Original expense receipts

LACS strongly recommends that all graduate students consult the Graduate Student Funding Opportunities and Proposal Resources (https://www.albany.edu/research/32479.php) for additional conference travel support.