



February 2010

TRAVEL ABROAD TO A CONFERENCE/WORKSHOP

Each Adams Fellow is entitled to travel abroad to actively participate in one international, scientific conference or workshop each year of the Fellowship. The travel allowance cannot be transferred from one year to the next and only one trip is allowed per year. The Fellowship will cover a maximum of \$2,500 per trip. Beyond this amount, the Fellow's advisor is expected to provide assistance. Travel will be allowed only after completing 6 months of the Fellowship. The applications should be submitted to Ms. Batsheva Shor at the Israel Academy of Sciences, at least two months in advance, to allow time for the approval process.

The following material should be included in the application:

1. A formal request to the Adams Fellowship Committee, asking that the conference be recognized as part of your Fellowship. This should include a summarized list of expected expenses – in US Dollars – including:
 - Conference registration
 - Visa
 - Flight
 - Travel to and from airport
 - Hotel
 - Allowance per diem, including food and local travel,
2. The conference registration form,
3. Hotel quote,
4. Official proposal for flight costs,
5. A personal invitation to the Adams Fellow to participate and present a lecture, poster or paper at the conference/workshop,
6. A letter of recommendation from the Fellow's advisor, explaining the importance of his/her participation.

All the material should be scanned or saved as files and sent as attachments, by e-mail, to Ms. Batsheva Shor, to batsheva@academy.ac.il.

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Upon return from the conference, the Fellow is expected to send, by e-mail, a brief, one-page scientific summary of the trip and photocopies/scans of the plane ticket and receipts for all other expenses incurred.