**Educational Bursary to attend ILD-IN Annual Conference 2019**

# Guidance notes for Educational Bursary to attend the ILD-IN Annual Meeting on 13th - 14th October 2019.

## We have bursaries available, provided by the following companies/ charity’s:

## Action for Pulmonary Fibrosis

## Pulmonary Fibrosis Trust

## British Lung Foundation

## Review Process by Panel

Bursary Application Deadline: 31st July 2019

Advise applicants of status of their submission: 16th August 2019

Deadline for confirmation of acceptance: 30th August 2019

Advise reserve list of status of their submission: 30th August 2019

Deadline for reserve list to confirm their acceptance (if applicable): 10th September 2019

## Overview

Each bursary will cover the registration fees, accommodation expenses (Sunday 13th October 2019) and one evening meal (Sunday 13th October 2019). ILD-IN, on behalf of the successful applicant, will arrange all aspects of the above. The successful applicant will be expected to attend all days of the conference. We also ask that the successful applicant consent to a group photograph for use on the ILD-IN websites and social media.

## Eligibility

Applications are invited from all healthcare professions. You have to be an ILD-IN Member to apply and work with ILD.

## How to apply

Applicants will need to complete the formal Application Form for Educational Bursaries for ILD-IN Annual conference 2019 found on the ILD-IN Website.

Applicants need to submit their application form via email to events@ild-inn.org.uk by the application deadline of **31st July 2019** to be accepted for review by the independent review panel.

Applicants will receive an email confirming receipt of their completed application form.

## Review Process and Accepting your Award

Following review of all applications, with the applicants being notified by **16th August 2019** as to whether their application has been successful. The judging panel’s decision is final and judges will not enter into correspondence regarding the final decision.

If any of the successful applicants fail to formally accept their award by the deadline of **30th August 2019,** those awards will then be offered to other applicants who form a reserve list. Those applicants on the reserve list will be informed on **30th August 2019** as to whether they are currently being offered a place and will have until the deadline of **10th September 2019** to formally accept their bursary in writing or via email.

## Requirements of Accepting a Bursary

Following formal acceptance of their bursary, successful applicants are committed to attending the ILD-IN Annual Conference 2019.

The bursary providers and its affiliates may publicly disclose (e.g. on company websites) details of its support of the bursary scheme including any relevant disclosures requested by law. Successful applicant may be sent an email from the bursary providers and may be asked to sign an agreement to disclose the value of the bursary. Successful applicants must either disclose the bursary as a personal transfer of value or as an aggregated figure. The bursary providers cannot sponsor anyone who refuses either of these two options.

In the event of exceptional unforeseen circumstances leading to a successful applicant determining that he or she is no longer able to attend the conference, they must contact events@ild-inn.org.uk immediately to cancel their bursary award. There will be a reserve list of trainees and under these circumstances; the next trainee on the list will be offered the bursary.

This Bursary is funded by a grant from Action for Pulmonary Fibrosis, Pulmonary Fibrosis Trust and the British Lung Foundation; however, the bursary providers will have no involvement in the selection of the recipients of the bursary. Details regarding the application and review process for the bursaries can be found as part of this Guidance.