



2017 Annual Education Conference Scholarship Eligibility Criteria and Information

For MiSGMP scholarship use ONLY – decisions made by the MiSGMP Board of Directors.

Questions should be addressed to the MiSGMP President (president@misgmp.org) or to the Scholarship Committee Chair (scholarships@misgmp.org).

Deadline: 11:59PM EST on February 10, 2017

Submit to: scholarships@misgmp.org

General Eligibility Criteria

- MiSGMP scholarships are based on contributions to the chapter and are open to planner, student and educator members only.
- All scholarships are intended for MiSGMP members who might not be able to attend the AEC without financial assistance. MiSGMP members whose agency/employer/institution would otherwise provide full funding for them to attend are not eligible.
- A member who has received a MiSGMP scholarship in the past may apply but may not be awarded depending on the volume of applications received.
- Scholarships are distributed as MiSGMP funding and budget allows, and at the discretion of the MiSGMP Board.
- Completed applications and all relevant committee reports will be presented to the chapter board for final review and approval. Applications without all the necessary documents will be considered incomplete and will not be considered.

Additional Eligibility Criteria for Student Member Applicants

- Official documentation from the educational institution that the student is currently enrolled in an appropriate field of study such as government affairs, the hospitality industry, or meeting planning.
- Attainment of the status of junior or senior, or other program/course of study criteria verifying that the student is at least half-way through the program.

Additional Eligibility Criteria for Educator Member Applicants

- Official documentation from the educational institution that the educator is currently teaching a minimum of one course in an appropriate field of study such as government affairs, the hospitality industry, or meeting planning.

Responsibilities of Scholarship Recipients Both During and Following the Conference

- Full conference attendance, including all general sessions, workshops and sponsored functions.
- Interact with exhibitors.
- Represent MiSGMP in a professional manner at all times while attending the conference.
- Provide information about the conference experience that will be included in an article for a future chapter e-newsletter or on the chapter website. Article must be submitted to communications@misgmp.org within 30 days following the conference.
- Additional conference tasks, as requested.
- The recipient must fulfill all responsibilities, including full conference attendance. Failure to do so will make the recipient ineligible for scholarship reimbursement and/or future scholarships. The scholarship committee is responsible for ensuring that all responsibilities have been met.

Instructions and Information

- Answer each question thoroughly; if it is not applicable, write "N/A".
- Responses to be based on MiSGMP activity for the period of January 1 – December 31, 2016.
- Applicant must be on a committee at least six months in order to receive scholarship points.
- Application must be submitted to scholarships@misgmp.org and received no later than 11:59PM on February 10, 2017. Late applications may not be considered.

Additional Information

- **Do not** make your hotel reservations or register for the conference prior to receiving notification regarding your scholarship application. Instructions for making housing arrangements and registering for the conference will be provided after the scholarship recipients have been notified.
- Applicants will be notified by February 16, 2017 regarding the status of their applications.