

New Asia College
The Chinese University of Hong Kong

Guideline of Conference Support for Academic Units

To promote academic and cultural exchange amongst College colleagues and scholars from other parts of the world, New Asia College has always been very supportive for sponsoring academic conference organized by various academic units. The following guidelines are to set a standard practice of application for conference support and allocation of funds.

1. Application should be submitted to the College as early as possible, at least three months before the event, with supporting documents which outline the theme, programme, expected no. of participants, a list supporting organizations (with confirmed/proposed amount of support if available) and a budget of the conference.
2. Apart from the sponsorships from external parties/organizations, application for College support should be made to New Asia College plus at most one more College.
3. If an academic unit submits more than one application for conference support in an academic year, the College will only support the first two applications, with a maximum allocation of HK\$30,000 each.
4. Only conferences on academic purposes will be considered and each application will be discussed and decided by the Standing Committee of the Assembly of Fellows.
5. The College's support should be recognized in all conference publicity materials, such as banners, posters, booklets and publications.
6. The College will make disbursement to the concerned academic units upon receiving receipts for the approved grant amount and a financial report of the event.