



**AALBORG UNIVERSITET**

## **Executive memo**

**Study Board for Media Technology**

A.C. Meyers Vænge 15  
2450 Kbh. SV

Rolf Nordahl, Ph.D., Associate Professor  
Chairman for The Study Board for Media  
Technology

Contact:

Study Board secretary: Iben Keller

Telefon: 9940 3762

Email: mediatech@create.aau.dk

## **Rules for conference funding**

*(Referring to decision made by the Study Board for Media Technology, meeting February 2013)*

The Study Board has created the following guidelines assessing possible funding for students going to conferences:

- The paper must be a full, peer-reviewed paper presented in a plenary session
- The first author must be a student.
- At least one VIP/teacher must be co-author.
- The student-authors may not have previously received funding from the study board or school
- Only one student will be supported if the study board agrees to the request
- Support depends on the departments co-financing. The study board will only support 50% of the cost. Per Diem expenses must be covered by the student him/herself.
- The conference must be in BFI. Conferences with a low acceptance rate will get priority. Requests may be denied if the conference has a very high acceptance rate
- Decisions on possible funding/co-funding are made on a case-by-case basis. The chairman of the study board makes the final decision. The chairman may choose to let the study board members discuss and decide any case at its first coming meeting. It is not possible to complaint on this type of decisions/cases.

### **Concerning acknowledgements:**

- In general, it should be stated in the paper that the work is done (partly) by students at AAU / AAU Copenhagen / AAU Esbjerg.
- It should also state the education and semester (e.g. Medialogy, 8<sup>th</sup> semester).
- Furthermore, it must be stated that The Study Board for Media Technology has funded the project. This should be written at least in the "Acknowledgements"-section/chapter of your paper, and sometimes it is stated in the abstract of the paper itself (this should be discussed with your supervising co-author, semester-coordinators or chairman of the Study Board).

Chairman, Rolf Nordahl,  
July 2013