

## **GEM CONFERENCE 2009 BURSARIES**

### **Terms & Conditions**

GEM is offering a number of bursaries, funded by Geoffrey Bond, for this year's annual international conference *Engaging Diverse Communities* in Birmingham. Each conference bursary is worth £250, and priority this year will be given to overseas GEM members attending conference for the first time.

GEM's aim is to assist in the continuing professional development of museum and heritage educators who would otherwise be unable to attend the whole conference, by making it possible for them to benefit by doing so.

In order to qualify for one of these subsidised places, it is expected that a delegate will probably be a museum or heritage educator at the beginning of their career and satisfy several of the following criteria:

- be from overseas
- attending GEM conference for the first time
- unable to afford the conference fees
- be a museum or heritage studies student
- be a GEM member (or will join GEM)

If offered a bursary, recipients will be required to write a detailed report on part of the conference proceedings for use on the website; and to explain how their attendance at conference has helped with their continuing professional development. Delegates receiving a bursary will be responsible for organising and paying for all their travel arrangements.

If you would like to apply for one of these bursaries please complete and return the application form by 30 June 2009 to:

GEM (CB)  
131 Trafalgar Street  
Gillingham, Kent, ME7 4RP, UK  
Tel/Fax: +44 (0) 1634 853424  
office@gem.org.uk

Applications will be considered by a panel of GEM Trustees, and applicants will be informed of the panel's decision by 17 July 2009. The panel's decisions will be final and no correspondence about their decisions will be entered into. The panel has the right not to allocate all the subsidised places if sufficient and appropriate applications are not received, and to choose how many of each kind of bursary are awarded.

## **CONFERENCE 2009 BURSARY TERMS AND CONDITIONS**

**Note:** For convenience, the word “museum” is used to represent a wide range of learning organisations such as not only museums but also, for example, galleries, libraries, archives, historic houses, historic sites, and zoological, botanical and science centres.

1. The Conference 2009 Bursary is worth £250 towards the delegate costs of attending the whole conference.

### *Eligibility*

2. On 30 June 2009, applicants must be either (a) a personal member of GEM, or (b) one of the four individuals covered by an institutional membership. Applicants may join GEM at the same time as applying for a bursary.
3. Applicants are welcomed from museums, galleries, libraries, archives, historic houses, historic sites, zoological and botanical centres, and related educational establishments.
4. Former conference bursary recipients are eligible to re-apply two years after their previous award.
5. It is expected that a delegate will probably be a museum or heritage educator at the beginning of their career and satisfy several of the following criteria:
  - be from overseas
  - attending GEM conference for the first time
  - unable to afford the conference fees
  - be a museum or heritage studies student
6. Priority will be given to GEM members from overseas attending conference for the first time.
7. Conference bursaries are only awarded to individuals attending the whole conference.

### *Timescale*

8. Applications on the official application form and any supporting information, together with a conference booking form, must be received by the GEM Office by 12.00 on Tuesday 30 June 2009.
9. Applicants will be notified whether they have been successful or not by 17 July 2009.
10. The balance of any outstanding conference fees must be received by 14 August 2009. Refunds for cancellations are subject to a £15 administration charge but cancellations cannot be accepted after 21 August.
11. Bursary recipients are expected to arrive at the conference venue in time to attend a briefing meeting at 15.00 on Tuesday 8 September.
12. Within four weeks of the end of conference (by 9 October 2009) an article of at least 1,000 words on how their attendance at conference has helped with their continuing professional development must be submitted to the GEM Office. This article may be placed on GEM's website, and published or distributed by GEM in some other way.
13. Within four weeks of the end of conference (by 9 October 2009) bursary recipients are also required to submit two articles of at least 1,000 words each reporting on part of the conference proceedings to the GEM Office. The topics of these articles will be decided by mutual

agreement between bursary recipients at the beginning of conference. These articles may also be placed on GEM's website, and published or distributed by GEM in some other way.

14. If the articles described in notes 12 and 13 above are not received, bursary recipients will be required to repay their bursary.

#### *Award of Bursaries*

15. Bursaries are awarded by GEM's Bursaries Committee. Their decisions are final and no correspondence about their decisions will be entered into.
16. The Bursaries Committee has the right not to allocate all the subsidised places if sufficient and appropriate applications are not received, and to choose how many of each kind of bursary are awarded.
17. The Bursaries Committee has the right not to award any bursaries if no appropriate applications are received.
18. The Bursaries Committee has the right not to pay a Bursary in full or to reclaim the full cost of the conference place if the person concerned fails to meet all of the terms on which the Bursary is awarded.

#### *Acceptance of Conditions*

19. Applicants are required to sign the Bursary application form to confirm that they have read and accepted these terms and conditions.