

## VRA 2024 Travel Award Rules & Guidelines

### Eligibility

- Due to the unusual nature of the past couple of years, everyone is eligible to apply for a Travel Award for VRA Minneapolis 2024, regardless of whether or not you were an awardee in the previous three years.
- Travel awards are available to non-members (including international applicants). Here's a link to the VRA membership page: <http://www.vraweb.org/membership/>

### Conditions Upon Receipt of a VRA Travel Award

- Awards will be mailed after a designated event during the conference; **you must attend this event** to receive the award. *Unfortunately, you will not be able to use the amount for travel and other expenses in advance of the conference.*
- The full amount of the award must be used towards your attendance at the 2024 conference. Award funds cannot be carried over to next year. Any funds not spent during the designated conference year must be returned to the Association.
- Award recipients will be encouraged to give back to the VRA either during or after the conference by completing one of the following activities:
  - Assisting at the conference registration desk during the conference.
  - Participating in a conference session as a listed speaker or moderator.
  - Writing an article for inclusion on the VRA website or in the *VRA Bulletin*.
  - Facilitating a meeting or other conference event.
  - Participate in a committee or chapter.
- **Award monies are intended for for:**
  - Conference registration (including workshop fees)
  - Transportation (includes airfare, ground transportation to and from the airport, car expenses, train travel, etc.)
  - Hotel accommodations (note that if you split a room include this information in your proposed budget)

- Meals (starting from the time you leave for the conference until your return; includes snacks, coffee, etc.)

## Tips for Completing Your Application

We can't wait to read your application! We find that successful applications have a few specific qualities, and here are some of the most important things to keep in mind:

- Please be as precise as you can with your answers.
- Think about your budget! Awards are limited. To aid as many as possible, we ask that applicants only ask for what is necessary to make their trip possible. Provide a thorough breakdown of your proposed costs: registration, transportation, hotel, meals (we suggest using the per diem rates listed at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)). While it may not be the cheapest option, we do encourage all attendees to stay at the conference hotel. This increases your opportunities to meet with colleagues and helps ensure the financial health of the conference and the Association
- Be as specific and thorough as possible in your Conference Goals Statement.
  - Your response should range from 250-500 words.
  - Tell the Committee how certain workshops, sessions, and roundtables will directly benefit the work that you do in your collection or academic program.
  - Avoid generalizations such as "I will get to talk with colleagues about their digitization projects" or "I hope to learn about copyright law." We want to know the specifics of why and how these conference opportunities will benefit your career.
  - Be brave! **Participate** in the Conference as a presenter, moderator, or volunteer. **Connect** with your VRA colleagues. **Attend and participate** in regional chapter meetings, or consider **joining** a committee and attending its meeting. And be sure to note your intended participation in your Conference Goals Statement.
  - Think about how you will give back to VRA in advance, and mention this in your Conference Goals Statement. Some ways to give back include:
    - Assisting at the conference registration desk during the conference.
    - Writing an article for inclusion on the VRA website or in the *VRA Bulletin*.
    - Facilitating a meeting or other conference event.