

SVC Foundation Scholarship Program Travel Support Worksheet

The SVC Foundation may invite previous year Scholarship Winners to attend the SVC Technical Conference (TechCon) to introduce them to the Vacuum Coating industry.

Scholarship Winners (hereinafter “winners”) are expected to participate in conference events including technical sessions, tutorials and exhibits and shall be wearing a badge at all times. In particular, the winners should attend the Conference Plenary Session at the beginning of the TechCon and expect to be recognized.

SVC Foundation (SVCF) will provide:

1. Full Conference registration (admission to all functions available to regular full Conference registrants).
2. Prepaid six-night stay in a hotel of SVCF’s selection (Saturday check-in through Friday morning checkout. You will be paired with another winner (same sex, double occupancy) and the SVCF will organize the reservations directly for you; you do not need to take any action to organize the room. You will be required to present a credit card upon hotel check-in to cover any miscellaneous expenses that you may elect to charge to your room.
3. Round trip ground transportation and Economy-Class air travel expenses from your point of origin to the TechCon location. Air travel expenses **MUST BE APPROVED IN ADVANCE** (e.g., the price of a round-trip, economy-class, lowest-fare airplane ticket from your point of origin to the Conference location OR the cost of economy ground transportation). After receiving approval of your attendance to Short Courses (if applicable), winners are advised to purchase the approved airline ticket immediately, as SVCF will not reimburse more than is stated on this SVCF Travel Support Worksheet. A copy of the airline ticket and a receipt for the airfare must be sent to SVCF a minimum of **SIX WEEKS** before the TechCon. The amount approved on this worksheet for the airline ticket or the amount of the actual airline ticket – whichever is lower – will be reimbursed. Transportation limits are currently set at a maximum of \$750 for winners from North America and up to a maximum of \$1250 for winners outside of North America.
4. Fees for attending one Short Course at the TechCon.. If you want to participate in a tutorial offered on Saturday, you will be required to pay for any additional room nights at the hotel. Please take into consideration the conference sessions that are of importance to you as well as your presentation date/time before you register for any tutorial. The tutorial schedule is subject to change and is not “cast in stone” until two weeks before the TechCon. Consequently, please consider a tutorial alternative in the event that when you arrive, the initial course you pre-registered for has suffered a last-minute cancellation. Note: VT-220 (Practical Guide to Vacuum Systems Using a Trainer system) is NOT available for winner registration.

Notes:

- After notification of a travel support award, the winner must notify the SVCF within fifteen (15) days that they accept the award and commit (subject to issuance of an appropriate visa if required) to i) attend the TechCon and ii) present an oral presentation based on an abstract submitted as part of the application process, and iii) submit a manuscript detailing the content of their oral presentation at the TechCon for publication in either the TechCon Proceedings or a peer-reviewed SVC special edition of a Journal.
- Winners traveling by air to the SVC TechCon are required to be covered by trip cancellation insurance. Any cost for the purchase of the travel insurance policy can be claimed and will be included with the air travel cost, up to the maximum travel support allowances.
- Winners are advised to treat the travel to the SVC TechCon as if they are traveling on personal funds. Winners should focus on costs and more specifically, minimize costs and search for the most economical airfares. Winners will be required to purchase the airline tickets and any applicable ground transportation using a personal credit card. Travel expenses will be reimbursed (via bank transfer) no later than 30 days after the close of the TechCon (itemized expenses and copies of applicable receipts must be submitted before any reimbursement will be made).
- If you plan to combine travel to the SVC TechCon with travel to other locations, SVCF will reimburse you for

only the equivalent of the price of a round-trip, economy class, lowest-fare airplane ticket from your point of origin to the conference location.

- No reimbursements will be issued at the TechCon nor will any reimbursements be made if the winner fails to attend the TechCon.

No per-diem expenses (meals, incidentals) are included in the Sponsorship Travel Expenses. Several meals are provided as part of the SVC conference activities – for example, at the Welcome Events, events in the Exhibit Hall and the Technology Forum breakfasts. All winners are encouraged to attend these events.

Revised and Approved by the Board of Directors August 31, 2020

Please use this SVC Travel Support Worksheet to request travel support

Arrival date: _____ Departure date: _____ Do you require lodging? Yes No

Date _____ Signature of Sponsor _____ PRINT NAME _____

Date _____ Signature of Winner _____ PRINT NAME _____

E-mail address of Winner _____

Send to SVCF by E-mail at svcfound@gmail.com

(Worksheet adopted by SVC Foundation Board July 2020)

Reviewed and Approved by BOD December 4, 2020