

Multicultural Affairs & Diversity Education (MADE)



Affinity Conference Travel Fellowships Application Process

The Carlson School of Management has made available a limited pool of funds through Multicultural Affairs & Diversity Education (MADE) to support student travel to select professional conferences during the 2010-2011 academic year. To be considered for up to \$500 in reimbursement funds to defray the costs of conference travel, you must be a currently enrolled graduate or undergraduate student in the Carlson School of Management. **Please note that students are responsible for payment in full of all incurred conference travel expenses. Award funds will be distributed as reimbursement for eligible pre-paid expenses related to conference travel, per the University of Minnesota policy: *Traveling on University Business* (<http://www.policy.umn.edu/groups/ppd/documents/policy/Travel.cfm>).**

Eligible expenses may include: Membership fee, conference registration fee, transportation, overnight accommodations, and meal expenses.

In exchange for sponsorship, recipients will be required to:

Before the conference

1. Attend conference preparatory session co-sponsored by the Graduate Business Career Center.
2. Attend Local Affinity Chapters Conference Kick-off Event (if applicable)

At the conference

3. Actively participate in the conference by attending sessions and taking full advantage of as many related events and opportunities as possible.

After the conference

4. Submit a complete reimbursement request and original receipts for eligible expenses no later than one week after returning from the conference.
5. Volunteer at events and programs sponsored by MADE (a minimum of 6 hours over the course of the semester).
6. Assist in the preparation/mentorship of MBA students attending future conferences.
7. Provide 1 page summary of conference experience to include number of interviews and offers received.

For More Information Contact:

Keelii M. Addy

Email: mcca0375@umn.edu

Phone: 612-626-7407

Application Checklist:

- Complete Travel Fellowship Application
- Complete 1 page statement of interest to include the following questions:
 - Why do you want to attend the selected affinity conference?
 - What will you gain personally and professionally from your attendance?
 - How will you prepare for a successful conference experience?
- Submit completed application to:

Keelii M. Addy
Multicultural Affairs & Diversity Education
321-19th Ave South
Suite 4-300
Minneapolis, MN 55455

Affinity Conference Travel Fellowship Application Form

Name: _____ Phone: _____

Student ID #: _____ E-mail: _____

Anticipated Graduation Date: _____

I am a currently enrolled in the following Carlson School degree program:

- | | |
|--|--|
| <input type="checkbox"/> Full-Time MBA | <input type="checkbox"/> MBT |
| <input type="checkbox"/> Part-Time MBA | <input type="checkbox"/> MAcc |
| <input type="checkbox"/> MA-HRIR | <input type="checkbox"/> Undergraduate |

I am interested in attending the following affinity conference:

- National Asian MBA Leadership Conference: September 9 -11, 2010
- National Black MBA Association National Conference: September 21-25, 2010
- National Hispanic MBA Association National Conference: October 21-23, 2010
- National Association of Women MBAs National Conference: October 2010
- Reaching Out LGBT MBA Conference: October 2010

I am interested in participating in a Case Competition for the above selected Conference

- Yes
- No

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6. Assist in the preparation/mentorship of MBA students attending future conferences.
7. Provide 1 page summary of conference experience to include number of interviews and offers received.

By signing this application, I agree to adhere to the requirements listed above;

Student Signature

Date