



monash  
postgraduate  
association

Inspiring and supporting postgraduates

## Seminar Organiser Grant ~ Application Form ~

### What you need to know before applying

The Seminar Organiser Grant is designed to help research postgraduates who want to organise a small event to bring together students from their area to enhance their academic studies.

All applications must be made by a minimum of two postgraduate students working as part of a student committee to organise the event. Events require Departmental staff support to be approved.

The MPA will only fund one seminar per Department/School per semester. Students may apply for funding up to twice a year.

Please apply for funding at least one month prior to your event and we will respond to your application within 5 working days. To apply, fill out all the information requested and email your completed form to [Jessica.vangent@monash.edu](mailto:Jessica.vangent@monash.edu). For all inquiries, please contact Jessica via email or phone 990 59973.

*Not organising a seminar? the MPA also provides funding for postgraduate students organising a Conference, as well as group funding for social events. See our website for more information: [mpa.monash.edu](http://mpa.monash.edu)*

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**Applicant 1 contact information**

First name

Last name

Email address

Degree

Department/School

Faculty

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**Applicant 2 contact information**

First name

Last name

Email Address

Degree

Department/School

Faculty

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**Supporting staff member**

First name

Last name

Email address

Position

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**Event information**

Seminar title

Seminar date

Describe the roles and responsibilities to be undertaken by the postgraduate committee in organising this seminar.

Who is presenting at this Seminar?

Where will the Seminar be held?

How many of the following people do you expect to attend your event?

Monash postgraduates

Other University postgraduates

Monash academic staff

Monash undergraduates

Other

Monash Honours students

How do you plan on spending the allocated funding?

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**Thank you for completing the Application Form. Send the form through to [jessica.vangent@monash.edu](mailto:jessica.vangent@monash.edu) and we'll contact you back within 5 working days.**

**Don't forget, if you need some useful tips and info, read our "How to Organise a Conference Guide".**

**Good luck organising your Seminar!**