

Faculty of Education

**CONFERENCE TRAVEL COMMITTEE**

Meeting No. 1/06 of the Conference Travel Committee of the Faculty of Education will be held on Wednesday March 29 2003 at 4pm, in room G09, Clayton campus.

Pamela Harrison  
Executive Officer

**MINUTES**

**1. ATTENDENCE**

**1.1. Present**

Assoc Prof Barbara Clarke (Chair), Professor Jane Kenway, Dr Jane Southcott, Dr Greg Hurworth,

**1.2. Apology**

**1.3. In Attendance**

Ms Pam Harrison

**2. \*MINUTES**

The Minutes of meeting 1/05 held on Wednesday 23 March, 2005 were circulated.

**Recommendation:**

That the Minutes of the meeting held 23 March, 2005 be confirmed as a correct record of the meeting.

Moved: Greg Hurworth

Seconded: Barbara Clarke

**3. ITEMS FOR DISCUSSION**

**3.1. Revised Conference Travel Funding policy and Application form**

The Committee discussed re-writing the guidelines strengthening the link between conference travel funding and positive research outcomes

Some suggestions were:

1. Conference paper leads to journal publication
2. Demonstrated networking with people in the field of the conference paper
3. Supervisors should be more involved in the planning of conference attendance
4. Funding for 1<sup>st</sup> conference would be approved but subsequent funding would depend on previous publications
5. Staff should be active researchers when applying for funding

Other discussions involved:

- New staff sessions on how to plan a paper for a conference

**Pam to  
draft  
revisions**

### **3.2. Procedures for 2005**

The Committee agreed that after the initial meeting future funding requests will be decided by The Chair and that a Committee meet only where applications do not fall clearly within the guidelines.

### **3.3. Other Business**

- The committee agreed that there should be information regarding conference funding on the research area of the Faculty Insite

### **Membership**

Dr Barbara Clarke

Prof Jane Kenway

Ms Amanda Berry

Dr Greg Hurworth

? Vacant