



PDS Conference Participation – Advisor Signature Page

When you submit your online application, this page should be uploaded into the section titled, “Advisor signature page.”

- Please fill-in all fields below (all fields are now electronically fillable, if desired, using a PDF reader).
- Once you have entered the information, obtain the required signatures (can be signed electronically).
- Scan and upload this completed signature page to the online PDS application system.

Today's Date: ____/____/____

Student Info

Full Name: _____ Emory Email: _____

Program: _____ EMPL/Student ID number: _____

Conference Info

Type of participation (if applicable): Presenter ☐ Panelist ☐ Networking ☐ Job Interview ☐

Conference Name: _____

Dates: ____/____/____ to ____/____/____

Conference Location (City, State, Country): _____

Good Standing

I certify that I am not on probation and am in good standing with my program and with the Laney Graduate School.

Student Signature: _____

Public Health Guidelines

I affirm that I will be fully onboarded and all clear in the [Emory Student Onboarding Process](#) at the time of my travel. I understand that the CDC recommends delaying travel until the traveler is fully vaccinated.

Student Signature: _____

Faculty Advisor and Director of Graduate Studies Approval

I certify that this proposed travel and/or conference is essential to the student's academic progress and that I support the travel/conference.

Faculty Advisor Name: _____

Signature: _____

(If applicable in your program)

DGS Name: _____

Signature: _____

It is the student's responsibility to retrieve signatures from their DGS and Faculty Advisor. If your DGS or Faculty Advisor are unavailable please contact your program administrator.

How the funds work...

Conference Participation awards are processed by your program on a **reimbursement basis**. You will be reimbursed for eligible expenses up to the amount awarded and within university rules and policies after **all** of the following things take place:

1. spend the money,
2. receive an award letter from the Laney Graduate School, and
3. complete and submit a [PDS conference report](#) to your program administrator with your original receipts and award letter attached. The report must be signed by the program administrator before submitting the PA uploads to CollegeNET Admit.

For specific details about reimbursement procedures, contact your **Graduate Program Administrator**. The report form is available on the [LGS PDS webpage](#). When you submit the report to be uploaded to CollegeNET Admit, you will **not** need to submit copies of receipts.