



PDS Conference Participation Signature Page

When you submit your online application, this page should be the first page of Upload 1: Coversheet.

- Please type in the fields below.
- Once you have entered the information, print the form to get the required signatures.
- Scan and upload the completed and signed coversheet to the online PDS application system.

Date: _____

Student

Name: _____

Emory Email: _____

Program: _____

Student / Empl ID: _____

Conference

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: _____

Faculty Advisor and Director of Graduate Studies Approval

Participating in this conference will enhance the student's professional standing and will not unduly slow down his or her progress towards completing degree requirements.

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 your program administrator before submitting it to the Laney Graduate School.

For specific details about reimbursement procedures, contact your **Graduate Program Administrator**. The Report form is available on the [LGS PDS Forms and Application page](#). When you submit the report to the LGS, you will **not** need to submit copies of the receipts with it.