

**Scholarship for a First-Time Presenter at the ZRA Annual Conference**

One of the most important events in the ZRA calendar is our annual conference. This is an opportunity for animal records professionals to gather, network, and learn from each other. Many institutions have a single animal records professional; this event allows ZRA members to connect with others working in this very niche field and establish relationships that will be helpful when future needs arise.

Unfortunately, not every institution is financially capable of sending their records staff to the conference each year. In acknowledgement of that, the Zoological Registrars Association has set aside funds to support members who want to attend the conference, but who are financially unable to do so. These funds are available to all Professional and Associate category members.

There are two funds available to ZRA members: a scholarship to be awarded to a first-time presenter and a subsidy to be awarded to a member with little to no financial support from an institution. This application is for the scholarship

**Award Disbursement**

* Award will be presented at the Annual Conference in check form, unless other arrangements (e.g., PayPal transfer) are requested by the award winner and approved by the Board.
* The award may be used for any expense related to conference attendance; receipts and reimbursement requests to confirm “eligible” expenses are not required.
* As this award is contingent upon the member attending the conference and presenting on a topic, the award will be withdrawn in the event that the winner cannot attend, for whatever reason. Purchasing travel insurance is therefore highly recommended in the event of an unforeseen change of plans.
* The award cannot be transferred to another member, except by express permission of the Board in advance (at least two weeks prior to the conference).
* If an award winner needs part or all of the award to be released early due to financial need, this may be accommodated on a case-by-case basis. If approved, ZRA will purchase airfare on behalf of the award winner. The cost of those tickets will be deducted from the amount given to the winner at the conference; if the cost of airfare is greater than the award total, the award winner must submit the balance to ZRA. ZRA will purchase travel insurance in the event the winner is unable to attend; this cost is also deducted from the award total.

**Scholarship Details**

* Amount of Award -- $1250 (USD)
* Rationale -- to encourage a wide diversity of conference speakers
* Award Criteria (in order of importance) -- The quality and value of the presentation proposal: award decisions will be made solely on the basis of the proposal abstract, so be sure to spend some time on it!
* Who Can Apply -- any ZRA member who:
	+ Is a Professional or Associate category member
	+ Is a member in good standing (dues are current, has not been reprimanded or censured by the Ethics Committee, has not been suspected or expelled from ZRA in the past three years)
	+ Has an excellent idea for a conference presentation
	+ Has never before presented at the ZRA Annual Conference

If financial support is available from a member’s institution, that should be utilized, as there may be other members who have a greater financial need. However, financial need is not an official criteria for this scholarship.

* How the Award Decision is Made -- the Annual Conference Program Chair evaluates all presentation proposals and will select the winner at their own discretion, but with input from other members of the Annual Conference Committee
* Application Schedule -- members may apply for this scholarship as soon as the Call for Presentations opens, which usually happens in early April each year. The deadline for application will be set each year by the Annual Conference Committee but will likely be sometime in mid-May. Award decisions will be made shortly after the Call for Presentations closes, which usually happens in early June. Applicants will be informed of the decision by 1 July of each year, if not earlier.

To apply for this scholarship, applicants must complete the Presentation Proposal Form (<https://www.zooregistrars.org/conference/presentations>) and submit the First Time Presenter Scholarship Application (see below) to the current year’s Annual Conference Program Chair. A poster presentation will not be eligible for this scholarship. While writing the Session Abstract, please be clear as to how your presentation will benefit the conference attendees.

Application for the Scholarship for First-Time ZRA Presenters

**Applicant’s Name:**

**Date of Presentation Proposal was Submitted:**

*Include submission confirmation.*

**Have you ever presented at a conference (AAZK, etc.) before? If yes, when and where?**

*This question is to get a sense of the applicant’s public speaking experience. It may be used to break a tie, if two presentation proposals are equally excellent.*

*Committee Use Only*

Date of receipt --

Is applicant eligible for this scholarship?

Committee decision --

Date decision was communicated to applicant --