



Request for Funding to Attend the ILCOR 2014 Banff Alberta Canada Meeting (1 and 2 May 2014, Business meeting on 30 April at 6 PM)

The AHA will support non-delegate Task Force co-chairs for their flight and lodging, which must be booked through the AHA travel agency (information on booking will be sent in a separate email).

In addition, the AHA will generously provide support for non-delegate Task Force member lodging for the nights of 30 April and 1 and 2 May 2014 (the meeting is 1 and 2 May). **In order to be eligible for this funding, one must attend the ILCOR meeting until its adjournment at 5:00 PM on 2 May 2014.** This lodging support is automatically granted and no application is required. However, an AHA expense form with hotel receipts must be submitted to the AHA (Kristen.Erwin@heart.org) after the meeting.

The ILCOR appeal (request for funding) process for non-delegate Task Force Members whose Council cannot provide funding for transportation is outlined below.

Criteria

1. By rule, ILCOR member Councils are responsible for funding the attendance of their official Delegates (ILCOR General Assembly members), Task Force Co-Chairs and Task Force members at ILCOR and associated meetings.
2. Should an ILCOR Council be unable to fund an individual, and their physical attendance at the meeting is deemed essential, the Council may apply to ILCOR to fund part or all of the cost to attend.
3. Task Force Members are eligible for funding by ILCOR. Exceptionally, ILCOR may also fund official Delegates.
4. The application must be completed by the Council Chair on behalf of the individual, signed by the Council Chair and submitted to the ILCOR Executive Officers (via the ILCOR Honorary Secretary) for consideration **no later 1 January 2014.**

5. The ILCOR Executive Officers will seek the advice of the Task Force Co-Chairs to decide if the presence of the individual is essential to the ILCOR process.
6. Funding by ILCOR will be limited to 1500 EUR per beneficiary.
7. Should ILCOR be unable to provide funding the request will be sent to the AHA for consideration.
8. The Council requesting funding will be notified of the decision and available funding by the Honorary Secretary **no later than 1 February 2014**.

Please provide the following information no later than 1 January 2014:

1. Individual's role in ILCOR evidence evaluation process.
2. Other Council members attending the meeting in an official Delegate, Task Force Co-Chair or Task Force member role.
3. Council statement as to the reason why funding is not available.
4. What sources of funding have been sought?
5. Total amount requested.
 - a) Return economy airfare
 - b) Accommodation and out of pocket expenses
6. Contact details of the individual for which funding is being requested.

Applications should be submitted to the ILCOR Secretary – Prof. Dr. Koen Monsieurs at koen.monsieurs@ugent.be

Questions about the above policy should be sent to Bill Montgomery at bmont@aloha.net