

## **Guidelines of the Conference Sponsorship Scheme 2025-2026**

### **Introduction**

United College has set up a conference sponsorship scheme to provide financial sponsorship to full-time staff members of academic departments, schools, research centres and institutes of the University for organizing academic conferences in Hong Kong since 2005. This information sheet outlines the sponsorship criteria for prospective conference organizers to use as guidelines in preparing the sponsorship proposals.

### **The Sponsorship Scheme**

- Six to thirteen conferences will be supported each year. No more than three conferences will be supported from the same faculty each year.
- The sponsorship amount is HK\$15,000–HK\$30,000 for each conference proposal, depending on the conference scale.
- The sponsorship proposal must be submitted by a staff affiliated to United College who will be designated as the conference project account holder should the proposal eventually be supported by the College.
- The sponsorship will be allocated as “seed money” for covering expenses associated with the organization of the conference. The designated conference account holder will be required to provide the College with a full financial report upon completion of the conference and return, on a pro rata basis, unused fund back to the College if the conference eventually has a credit balance in the final account.
- The sponsorship of United College must be prominently acknowledged in all publicity materials of the conference.
- The department/school or research centre/institute receiving sponsorship will be responsible for the planning and organization of the supported conference.

### **Sponsorship Criteria and Process**

- Application period: 1-31 May 2025; Result Notification: In July 2025.
- All applications will be considered by the Committee on Academic Exchange and Research of United College.
- The theme of the proposed conference should preferably be related to topics and issues concerning Hong Kong although this is not a mandatory requirement.
- The applicant’s contribution to the College will be considered.
- The respective Faculty Dean will be invited to prioritise the proposals if there are more than three sponsorship proposals from the same faculty or research centres and institutes in the same application exercise.
- Approval of sponsorship will be made by the Committee on Academic Exchange and Research.