



## 2022 Annual Conference Subsidies

**Please join us this October, 18-20!**

All AGE-WELL researchers, trainees, partners, committee members and stakeholders are strongly encouraged to attend the annual conference. A range of role-based registration rates and travel subsidies are available to maximize participation.

Travel subsidies must be used in full by the recipient (e.g. a subsidized member **cannot** transfer their hotel subsidy to another member and use their flight subsidy for themselves or vice versa).

AGE-WELL project funds can be used for travel not covered by the subsidies detailed below (e.g. registration fees, additional team member travel).

**Subsidies are role-based and non-transferable except where the intended recipient is not able to attend the conference. Please contact the Network Management Office for approval.**

Questions about conference travel subsidies can be directed to [conference@agewell-nce.ca](mailto:conference@agewell-nce.ca).

## Subsidy Packages

### 1) Research Subsidies

All network investigators are invited to attend the annual conference. A travel subsidy is available for Project/Program Leads and HQP as per below. AGE-WELL project funds are eligible to be used for portions of travel not covered by the subsidies detailed below.

#### a) **Project/Program Leads**

*Eligibility:*

- CRP Project Leads (2015-2020 or 2020-2024) and Platform Project Leads (1 per project)
  - 2020-2024 CRP and PPP Project Leads are strongly encouraged to support a Project Co-Lead to attend with the support of AGE-WELL project funding)
- SIP 2020 Project Leads (1 per project)
- AgeTech Implementation Response (AIR) Program Lead (1 per project)
- Innovation Hub Leads (grant holder or Executive Director) (1 per project)
- Challenge Area Leads

*Coverage:*

- Travel costs up to the cost of return economy class airfare or ground transportation from the individual's home city. Exceptions will require prior written approval. Cost of ground transportation **cannot** be greater than return economy class airfare at the time of the event.
- Up to (3) nights' accommodation at a maximum of \$174 plus applicable taxes per night.
- Project Leads who serve on AGE-WELL committees (e.g. RMC, Board) with meetings scheduled during the pre- and post- conference period (October 22 or October 25) are eligible for the Network Governance Subsidy described below.

**AGE-WELL NCE Inc.**

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Members are responsible for booking their own flight through our travel partner [Egencia®](#).

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## **b) HQP**

HQP are defined by NCE as trainees and research staff, such as undergraduate and graduate students, postdoctoral fellows, research associates, research assistants, and technicians.

All network HQP are invited to attend the conference and have access to a discounted registration rate. An additional travel subsidy is available for a limited number of HQP as described below. AGE-WELL project funds, including WP/CC research funds, can be used to support HQP conference participation.

### **Funded Core Research Project and Platform Project HQP**

#### *Eligibility:*

- Only those who have not received funding from CAG to attend either *AGE-WELL 2022* or CAG are eligible for this subsidy.
- Designated Project HQP must apply to present a poster, science slam, demo, or innovation talk.
- HQP must be in good standing with AGE-WELL e.g. have signed and returned all required documents and have made progress towards earning the Innovators of Tomorrow Certificate, if required for their HQP stream.

*Process:* One (1) HQP from each of the currently funded CRP projects and Platform Projects may be designated by Project Leads to receive a travel and accommodation subsidy. **Project leads must confirm the name of the designated HQP to [conference@agewell-nce.ca](mailto:conference@agewell-nce.ca) by August 5, 2022.**

### **ALL other HQP**

#### *Eligibility:*

- Thirty (30) HQP funded through the AGE-WELL Graduate Student and Postdoctoral Awards in Technology and Aging Competition, SIP 2019 and AIR funding programs, the AGE-WELL HQP affiliates program or Alumni network.
- Only those who have not received funding from CAG to attend either *AGE-WELL 2022* or CAG are eligible to apply for this subsidy.
- HQP receiving a subsidy to attend must present a poster, science slam, demo, or innovation talk.

#### *Process:*

Only AGE-WELL HQP who are **not** funded through a current core research project or platform project may apply for a travel/accommodation award subsidy.

Email **by August 5, 2022** 150 words to [training@agewell-nce.ca](mailto:training@agewell-nce.ca) that 1) outlines the value of the AGE-WELL network and conference attendance to your career and 2) describes very



briefly the talk, poster, science slam or demo that you have applied to present.

*Coverage:*

- Travel costs up to the cost of return economy class airfare or ground transportation from the individual's home city. Exceptions will require prior written approval. Cost of ground transportation **cannot** be greater than return economy class airfare at the time of the event.
- Up to (3) nights' accommodation at a maximum room cost of \$174 plus applicable taxes per night. HQP registered in trainee events on Tuesday, October 18 may be covered for an additional night where same-day travel is not possible. Pre-registration for HQP events is required to be considered for approval.
- Those selected for a subsidy must participate in the poster sessions, innovation talks, and/or Drinks and Demos events.

Members are responsible for booking their own flight through our travel partner [Egencia](#)<sup>®</sup>.

## 2) **Network Governance Subsidy**

- *RMC*: Researchers (i.e. Project Leads) who serve on RMC may claim an additional night's accommodation to fulfill network business where necessary.
- Network Advisors not already covered by another subsidy option are eligible for a travel subsidy including airfare and
- *HQP-AC*: Conference registration fees will be waived for HQP-AC committee members. A registration code is available from the Network Management Office ([conference@agewell-nce.ca](mailto:conference@agewell-nce.ca)). Some members may also receive a travel subsidy through the HQP research subsidy program described above.
- HQP-AC members attending the conference may also access the double-occupancy pool to further reduce costs of attending the conference.

Committee Members not mentioned in the above listed subsidies will receive a separate email with next steps for booking your travel and accommodation.

AGE-WELL committee members are responsible for booking their own flight through our travel partner [Egencia](#)<sup>®</sup> except where prior arrangements have been made with network staff.

## **Reimbursement Details**

### **Travel**

Please retain a copy of your travel itinerary (including flight numbers and all charges/fees), proof of payment (e.g. credit card statement). Please refer to the [AGE-WELL Travel Policy](#) for further information.

### **Hotel**

Please retain a copy of the hotel receipt.

Network Members covered under subsidy will be added to the AGE-WELL master account. A personal credit card will be required at check-in to cover any incidentals, and extra nights not covered under subsidy.



## **Other Expenses**

Expenses related to local travel (e.g., to and from the airport at either end of the journey), meals (over and above those provided at the event), and conference registration fees will **NOT** be reimbursed through the AGE-WELL Network Management Office. However, these expenses may be covered by project funds. Students and postdocs should consult their supervisors.

## **Expense Form**

A copy of the expense form is available on the AGE-WELL Intranet.

## **Deadline**

Please submit your travel expense claim for the AGE-WELL 2019 Annual Conference no later than **December 16, 2022**. **Expense reimbursements received after the deadline will be declined, no exceptions.**