



BISOM External Meeting Bursary Regulations

Background

Bursaries are a way of encouraging involvement in the specialty, raising standards of participation in meetings and fostering engagement with and loyalty towards BISOM. The society recognises the importance of supporting our members and fellows-in-training to attend external conferences and offers bursaries to those presenting at such meetings. The following document outlines the role of the bursary committee, the bursary regulations and the bursary application & award process.

Bursary committee

This sub-committee shall consist of the following BISOM council members:

- Treasurer
- Fellows-in-Training Representative
- Members Representative

Role of the bursary committee

The role of the bursary committee is to plan bursary allocations for meetings external to BISOM.

The bursary committee should propose its plans for the forthcoming financial year to BISOM council during the March face-to-face council meeting. This should include:

- Names of meetings that will attract a bursary
- The number of bursaries that will be allocated for each meeting
- The likely value of each bursary, which should reflect the cost of meeting registration.

Funding allocation

The amount of BISOM funds to be made available for bursaries should be determined on an annual basis.

This may depend on:

- The financial status of the society including other forecasted expenses.
- The number of meetings likely to attract a bursary within the same financial year.

The total annual bursary funds should be divided into aliquots, proportional to the anticipated registration costs for each meeting.

A specified number of bursaries may be made available per meeting.



Application process

The application for a BISOM bursary should be made to the treasurer of the society via the BISOM website.

Eligibility criteria

To be eligible to receive a BISOM Bursary, applicants should meet the following criteria:

- Applicant should be members of BISOM and have been in good standing for at least 12 months prior to the date of bursary application.
- Applicant should be the presenting author of the submitted work.
- The work to be presented must not have already been presented at a national or international meeting.
- Applicants must demonstrate proof of having submitted an abstract at the time of application.
- No previous bursary has been awarded to the applicant within the same financial year. Applicants may apply for more than one bursary in the same year, but only 1 award can be made. N.B. applicants may still be eligible for the award of bursaries given as prizes for recognition of presentations given at BISOM meetings.

Funding for aforementioned bursary will only be confirmed upon the applicant demonstrating proof of abstract acceptance. **The applicant is responsible for forwarding proof of this to the treasurer.**

Selection criteria

In the event that the number of eligible applicants exceeds the number of available bursaries, abstracts will be scored by two co-opted members or fellows of the society. Individuals should be chosen to ensure no conflict of interest. Preference may be given to individuals who upon confirmation of abstract acceptance, have been allocated an oral presentation rather than a poster.

Each submitted abstract will be assessed and scored independently using a standardised rating form.

Award of bursaries:

Payment of funds will be made upon providing proof of attendance by submission of receipts to the treasurer after the meeting.