**BIG Event 2024 bursary information and application guidelines**

**BIG Event 2024
Wednesday 24 – Friday 26 July, 2024
Cardiff University, Cardiff, Wales**

This year BIG is offering bursary places which will pay registration fees for the BIG Event and give limited travel and accommodation support. This is open to BIG members who are in the first five years of their professional career and have not attended a previous BIG Event.

**To apply for a bursary-funded conference place, please complete the online application form at** [**https://www.big.uk.com/event-5681617**](https://www.big.uk.com/event-5681617)

**Deadline: Tuesday, 21 May, 2024, 11:59 pm**

Late applications will not be considered – sorry

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| NB. This document is for information only and may not be submitted as your application. You can use the form below to complete your responses and then cut-and paste them into the online application form. *Some word limits do apply, however.*  |

**Criteria for assessing applications**

**1.** Applicants must be BIG members with membership beginning no later than 21 May, 2024

**2.** Applicants must be within the first 5 years of their professional career in the STEM engagement sector in the UK

**3.** Applicants must not have attended the BIG Event before

**4.** Applications will be scored 1-5 on the following attributes:

* demonstrable commitment to professional development;
* demonstrable commitment to the STEM engagement sector;
* level of positive impact of attending conference on applicant's personal and professional development; and
* relevance of work experience.

**Other assessment considerations**

Special consideration will be given to applicants from smaller organisations and to applicants who adopt a creative and thrifty approach to their travel and accommodation costs. BIG is a not-for-profit organisation supported by its members and squeezes every last drop out of every last penny to support them.

**What will you have to do in return?**

Following attendance of the BIG Event, you will need to submit an article (approx. 400 words) for BIG’s e-newsletter about your conference attendance or a related topic which would be of use and interest to the BIG community. Expenses will be issued following receipt of this article. If writing an article isn’t for you, we are also happy to accept photos of the Event; blog posts; vlogs of your experience; or other creative content you can produce. Let's discuss event@big.uk.com

We also hope you will be willing to give a hand at the conference where required; this gives you a great opportunity to create links with other delegates.

**What happens next?**

BIG will assess each application and attempt to award bursaries to achieve a geographic and subject area spread. You will be notified either way in the w/c 28 May, 2024. Successful applicants will receive information about the bursary amount allotted for travel and accommodation and how to claim these expenses.

**IMPORTANT: You are responsible for organising and paying for your own travel and accommodation and you will need to produce receipts for each item.**

If you are successful with your bursary application and have already booked and paid for your conference place, BIG will refund your registration fee and extend your BIG Membership for one year (or refund your membership fee).

**Template application form: BIG Event 2024 bursary**

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| ***1. \*Your contact details.***  |
| **Your name:** |  |
| **Job title:**  |  |
| **Organisation:**  |  |
| **Address:***We would much rather contact you by email but an address will ensure we can reach you.* |  |
| **E-mail:**  |  |
| **Phone:**  |  |

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| ***2. \*Organisation size.*** *Indicate approximately how many staff work at your current organisation.* |
|  | It’s only me! |
|  | 2-10 people |
|  | 11-20 people |
|  | 21-40 people |
|  | 41 people or more |

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| ***3. \*Which of the following could you commit to delivering in return for your BIG bursary?*** *Please tick all that apply.*  |
|  | Photography for the Event |
|  | Social media takeover |
|  | Write a newsletter article/review |
|  | Write a feature/page for the BIG website |
|  | Give a talk/presentation |
|  | Convene a session at the Event |
|  | Other |

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| ***4. \*Work experience.*** *Please summarise your relevant work experience, paid & unpaid to date, including your current job (be succinct).* |
| **Employer** | **Position** | **Main duties** |
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| ***5. \*Your professional development.*** *Please demonstrate your commitment to your own professional development and what you hope to get out of attending the BIG Event (250 words max).* |
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| ***6. \*Travel and accommodation.*** *Please summarise your expected travel and accommodation costs. Only basic accommodation costs and travel to/from the BIG Event will be considered; Thurs lunch and dinner and Fri lunch are provided. Please include items for which there will be no cost to give BIG an indication of your cost-effective approach.* |
| **Item** | **Cost** |
|  |  |
| **Total** |  |

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| ***7. \*Event attendance.*** *Please indicate which aspects of the BIG Event you are available to attend. Tick all that apply; this information will help us know how many bursary applicants we are able to support.* |
|  | Wed 24 July |
|  | Thu 25 July |
|  | Evening Dinner Thu 25 July |
|  | Fri 26 July |
| ***8. \*Let’s just check you can come:***  |
|  | I am able to attend the BIG Event on the dates above |
|  | I have obtained permission from my line manager to attend |

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| ***9. Line manager email.*** *If you do not have a line manager, or would rather not use your line manager in this instance, you may use a previous employer or a professional colleague.* |
| **Manager/colleague name:** |  |
| **Email:** |  |

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| ***10. \*Describe any dietary or access requirements we need to be aware of.*** *If you have no special dietary or access requirements, please use N/A.* |
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| ***11. \*Do you want to be included on the Delegate list for this event?*** *By selecting YES, you are agreeing to have your contact information (name, organisation and email address) shared with other Delegates. If you say NO, your details will NOT be shared.* |
|  | YES, I want my contact information to be included on the Delegate List |
|  | NO, I do not want my information included on the Delegate List |