

Tips for Students: Creating a Budget for iSchool Conference Funding Requests

The iSchool has limited endowment funds to support student presentations at conferences. Students are eligible for travel, registration fees, and lodging. Applicants must be current iSchool students at the time of conference participation/travel.

** If awarded, travel & lodging for WLA, ALA, and TLAM conferences will be arranged by the department provided enough notice is given (a minimum of 6 weeks prior to event). **

General

- Submit your request to the iSchool Business Office no less than 6 weeks in advance of conference/travel or when you need the funding. businessoffice@ischool.wisc.edu
- Ensure you thoroughly read the information on the iSchool website(s), i.e., what is eligible for funding, the maximum funding amount you may receive, etc.
- Provide conference start and end dates, and date(s) of your presentation or work

Conference Admission

- Register early to get student registration rate and any other student discounts (i.e., don't wait)

Lodging

- Try to reserve a room at the conference hotel, or nearby
- Make reservations early. Area hotels usually sell out quickly for conferences.

Airfare

- Check multiple sites/airlines to secure the best rate
- Be flexible with times, number of stops (within reason), etc.
- Make reservations as far in advance as possible

Other transportation

- Use public transportation as much as possible (buses, hotel/airport shuttle, subway, etc.)

Contact Molly Cook mjcook8@wisc.edu with any questions