



Commonwealth Dental Association

Working for Oral Health in the Commonwealth

FUNDING FOR ATTENDANCE AT THE CDA BIENNIAL GENERAL MEETING 2015 IN MANCHESTER, UK

National Dental Associations (NDAs) are invited to apply for funding for their representatives to attend the CDA Biennial Meeting and Workshop.

The funding offer for delegates is subject to the following conditions:

- Funding is offered, in the first instance, to ONE nominee from each National Dental Association (NDA).
- Funding is subject to full attendance of the individual at the business meeting and the workshop.
- Monies will only be reimbursed after the nominee has arrived at the meeting. No funding will be provided in advance of the meeting. In the event of non-attendance, no funding will be provided for any expenses incurred.
- Applicants need to make their own travel arrangements. The CDA office WILL NOT undertake flight or hotel bookings. A list of hotels in the area will be provided.
- The application cannot be accepted until a letter of support has been received by the CDA from the relevant NDA. The NDA has to be a current member of the CDA, with fully paid up membership fees at the time of the application for the nominee to be eligible for funding. Please ensure, therefore, that your NDA pays the 2015 membership fee before 1st March 2015.
- It is the responsibility of the applicants to obtain a valid visa for the UK; they may need to start the application process for this visa several weeks before the meeting and they should be aware of the visa processing time in their country. The CDA WILL NOT be involved in visa applications or advice. CDA will be pleased, however, to issue a formal letter of invitation in support of the application for a visa.

The funding on offer is as follows:

- Up to a maximum of £150 per night for hotel accommodation, for a maximum of three nights, will be provided. [Note: if the cost of the hotel is higher, it is to be borne by the individual. If the cost is lower, only the actual amount will be funded. Receipts will be required.]
- Up to a maximum of £600 towards travel costs will be provided. [Note: Any excess is to be funded by the applicant. If the cost is lower, only the actual cost will be funded. Receipts will be required.]
- **Please note that all awards are conditional on the respective NDA having paid the annual subscription fee for 2015 before 1st March 2015.**

The application form is overleaf. Please return it to Ms. Ulrike Matthesius (u.matthesius@bda.org), CDA Administrator, **by 9th January 2015.**

Application for attendance at the CDA Biennial General Meeting 5th - 6th May 2015, Manchester, UK

Name, including title			
Qualification(s)			
Position in the NDA (if any)			
Address			
E-mail address			
Telephone no. including the country code			
Is a visa needed?	Yes/No (if "Yes", please give details of how you will obtain this)		
Is a letter of invitation from the CDA needed?	Yes/No		
Is funding required?	Yes/No		
Anticipated travel route, including the airline(s)			
Anticipated flight cost			
Anticipated date of arrival in Manchester		Anticipated date of departure from Manchester	
Hotel accommodation (this will be in a 3 or 4 star hotel)	How many nights?	If you are sharing, who is this with?	Single/Double/Twin room <i>Delete what is not applicable</i>
Any dietary requirements (Lunch will be provided on 6th May)			