



Office of Graduate Affairs
Whitt Hall; PO Box 6928
Radford, VA 24142
Phone: 540-831-5724
gradaffairs@radford.edu

Confirmation of Conference/Research Attendance

In order to receive funding, participants are required to submit verification of their attendance and participation in their funded conference or research travel. This includes a written reflection and either photos or videos of the presentation/research activities or fieldwork conducted during the trip (refer to the second page of this form for more details). All materials should be submitted within ten days of completion of the trip. The full amount of funding will be applied to the student's Radford University account. If a student has zero balance, they will have the opportunity to receive the funds as reimbursement.

Graduate Student Information

Student

Name: _____

RU ID: _____

Academic Program: _____

Official RU email address: _____@radford.edu

Travel Details:

Name of Conference (if any): _____

Type of Funded Travel (Conference, Research trip, Fieldwork): _____

Destination/s (City, State/Country): _____

Start Date: _____

End Date: _____

Purpose of Attending:

Documentation of Travel Experience

Please provide the following documentation of your travel. You must submit 1) photos or videos and 2) a written reflection as described below.

1) Photos:

- At least 3-5 photos from the conference
- If possible, include photos of:
 - Your presentation or poster
 - You with colleagues, mentors, or conference attendees
 - Conference sessions, events, or venues

Short Video:

Please record a 30-second to two-minute-long video answering the questions/topics below. Think of this as telling another student why the travel experience mattered to you and your professional development.

Questions

1. Introduce yourself (name, program, and year).
2. What conference or event did you attend and what was your presentation/research about?
3. What was one memorable insight from the experience?
4. Was there a moment where you felt like you were becoming a member of your profession? Tell us about it.
5. How did presenting or attending help you grow as a scholar or professional?
6. What opportunity or next step has this experience opened for you? How does the travel experience impact your future career?

Example:

"Hi, I'm Sarah Jones, a second-year master's student in Biology. I attended the Southeastern Ecology Conference in Baton Rouge, Louisiana where I presented research on stream restoration. One of the highlights was receiving feedback from researchers whose work I've been reading for years. Presenting my research increased my confidence and helped me make connections for future doctoral study. I'm grateful for the travel funding that made this opportunity possible."

2) Written Reflection:

Please provide:

- Your name, program, and year

- Conference name, research or field experience and purpose
- Presentation title, if any
- A 150-200 word reflection addressing the questions above under short video

Signatures

I confirm that I:

- **Attended and actively participated in the event described above.**
- **Represented the university in a professional manner.**
- **Complied with all institutional policies and travel guidelines.**
- **Submitted any required documentation after the trip.**
- **Allow the Office of Graduate Affairs to use my words and likeness in official communication such as through the graduate student newsletter, Threads, RU Connected, *Radford* magazine, the *Radford Research Quarterly*, and social media posts.**

Student Signature: _____

Date: _____

I have reviewed this request to confirm this student's attendance and participation in the above conference/research trip.

Signature of Department Chair or [Graduate Program](#)

[Coordinator](#) _____

Date: _____

Submit this form by email with relevant attachments to gradaffairs@radford.edu.