

### **Tips for Completing your Application**

- In the appropriate spot on the application form, please indicate all that apply for the type of award(s) you are applying for (e.g. Top-up, Student, International, etc.).
- International award recipients may designate part of their funding towards the cost of membership dues.
- Provide a thorough breakdown of your proposed travel costs and explain the rationale (ex. "Round-trip flight San Francisco to Atlanta - \$320 on United Airlines, as determined through an expedia.com search").
- If your institution requires you to use a specific airline, or has a set corporate airfare rate, please note this where asked and elaborate in the comments. We will then have a better idea as to why you may have submitted a relatively high airfare projection. If you are free to book your flight reservations with the airline of your choice, shop around. Check prices and availability online using the popular travel sites to get low fares (expedia.com, travelocity.com, orbitz.com, priceline.com, etc.) as well as campus travel offices (e.g. STA Travel).
- Try to be as clear as possible about your institutional funding support – if this is uncertain at the time of application, explain this.
- Share a Room. Lodging can be your biggest conference expenditure if you're not flexible about reducing the cost. If you don't have a roommate in mind, put out a call on VRA-L once conference registration information is available to the membership. This is a great way to meet professional colleagues AND halve your accommodation cost.
- When budgeting for Lodging, just put in your cost (if you're sharing a room) not the full cost of the room.
- When budgeting for meals, check the conference program first for hosted breakfasts or evening events. These usually have generous food offerings. Be realistic about what you think you'll really need to spend on meals.
- A shuttle to/from the airport is typically a less expensive option than a taxi. Further, a round-trip shuttle ticket may be less expensive than two one-way fares. Shared taxis can also be an option. Public transportation, where available, is another way to save money. Watch for transportation tips included with conference information.

### **Finally:**

- Be as specific and thorough as possible in your Conference Goals Statement. Tell the Committee how certain workshops, sessions, and roundtables will directly benefit the work that you do in your collection. Avoid generalizations such as "I will get to talk with colleagues about their digitization projects" or "I hope to learn about copyright law."
- Be brave! Participate in the Conference as a presenter, moderator or volunteer. Connect with your VRA colleagues. Attend and participate in the committee and regional chapter meetings held during the Conference. And be sure to note your intended participation in your Conference Goals Statement.
- Consider serving as a notetaker for a session – this will allow you to give back to the VRA. Also you will be recognized for this service when the proceedings are published in the *VRA Bulletin*.

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