

**AIRS POLICY #2****AIRS TRAVEL BUDGET (abbreviated version)****Prologue and background**

The priority for travel funding is the Annual Meeting. An attempt is made to bring as many persons together at this meeting, preferably in person, but alternatively virtually (teleconference, videoconference).

Time, Location and Associated Meetings of AIRS Annual Meeting			
Year of AIRS	Date	Location	Associated Meeting
1	June 27-30, 2009	University of Prince Edward Island	AIRS Start-up
2	August 22, 2010	Seattle	ICMPC (Aug 23-27)
3	July 9-13	Memorial University	Phenomenon of Singing Festival/500
4	August 22 – 24, 2012	University of Prince Edward Island	AIRS midterm review

Additional funding for the Mid-term review arises from the need to bring in all key players (team leaders, and the advisory board at a minimum) as well as run the annual meeting, and reserve some funding for other travel needs for the activities of the rest of the year.

Other needs of AIRS for travel funds are regional workshops, dissemination at other conferences, student movement across institutions, team members movement across nodes, need for students or faculty to move from site to site for cross-cultural studies and controls, conference registrations, support to take advantage of small fortuitous meetings of AIRS researchers at other conferences.

The amount of travel support across approximately 75 faculty and up to 50 students is small, when not only transportation but also accommodation and meals are considered.

**Location of the Annual meeting**

With the exception of the Start-up Meeting (Year 1), the Mid-Term Review (Year 4), and the Final Annual Meeting (Year 7), Annual Meetings will be held in locations that will enable the largest number of contributing collaborators to attend. This will take advantage of piggy-backing on meetings that will otherwise draw AIRS investigators (e.g., as in the ICMPC10 in Japan 2008, and ICMPC11 Seattle 2010). Festival 500/ Phenomenon of Singing at Memorial University provides such a location for 2011. For 2012, however, the AIRS Annual meeting will be in Charlottetown. (See Table 2)

The travel budget for the Annual Meeting will be used to encourage the participation of approximately 20 - 25 students and 30- 35 faculty partners/stakeholders and 2 advisory board members at the AIRS annual meeting.

Contributing essentially to the success of the Annual Meeting is the presence of:

1. The Steering Committee (4 persons)

2. At least one team leader--preferably both if two—from each of the 15 constituencies represented to the Policy and Planning committee (i.e., 9 sub-themes, digital library, global, ethics-stats-IP, partners, students/PDF, stakeholders) (15 minus the steering committee members = 11)
  3. The Advisory Board (at least 1 in person)
  3. Key students/ PDF whose primary research is AIRS-related (at least 1 from each theme = 9)
  4. As many AIRS-collaborators as possible who are within close proximity (driving distance) of the meeting (~5 students + 5 faculty = 10)
  5. All others who are attending the core meeting to which AIRS Annual meeting is a satellite (15)
  6. AIRS Project manager (1 or 2) and tech support (1)
- Total = 54

Travel Policy – For Year 2 and 3 (to be reviewed again prior to Year 4)

**PART I: Travel Support for the Annual Meeting**

1. If the AIRS Annual meeting is a satellite meeting of another major scholarly meeting, all those who must be at the AIRS Annual meeting (e.g., team leaders) and who normally would not attend the main meeting (i.e., have never attended the major scholarly meeting) will be supported in large part for transportation and accommodation. If the amount offered is not sufficient, participation in another way will be encouraged, through teleconference, for example. [Example for 2010 meeting suggested is up to \$1000 C\$ transportation, and \$400 C\$ accommodation] = estimated total of \$14000 for 10 persons
2. Full travel support for the advisory board will be offered for at least one member of the Board in person with the expectation of a teleconference with other board members at this time.
3. For all other team members who attend, a contribution of \$100 C\$ toward accommodation for 1 night will be offered.
4. For all those attending the meeting (some who do not travel but live at the meeting site), AIRS will provide lunch, refreshments, and one other meal together as a group.
5. At least one student from each of the 9 sub-themes will be substantially supported for travel and accommodation. Other students involved in AIRS are most welcome to attend, {and may receive instead of salary or stipend, funding for their travel} – NB this bracketed item requires a separate vote from the Policy and Planning Committee). Students whose travel is supported in this way are expected to actively participate in the AIRS Annual meeting; for example, actively present data, participate in committee discussions, participate in the student interest group, and participate in any regional, theme, or geographic group. Students are also encouraged to apply for travel funding or awards from other sources (e.g., from ICMPC itself) and to present on the main scholarly program. Student travel support for the meeting will be judged by a committee. There will be 9 travel grants offered – one for each of the 9 sub-themes. The 3 highest ranked students will also receive the grant as a designated Travel Award. The total amount of the travel grant will not exceed \$1000 and must be used against receipts for expenses. (9 x \$1000 = \$9000).

Surplus funds from this pool. After the 9 students representing each of the themes is funded, the remaining funds will be distributed to students on the basis of matching, such that if the student requests \$1000 to cover travel costs, \$500 would be paid by AIRS and the remainder would be matched either by the student, the supervisor or some external agency. The decision will be made on the basis of merit and distribution across themes. Thus, AIRS will match other available resources (which could include

personal resources) to a maximum amount to be determined by the amount of funding available, but likely no more than \$500 per student, with the number of such awards depending on the surplus remaining from the first 9 awards from the \$9000 pool.

If a student lives at or very near the site, he or she may also compete for the travel award, however, no funding would be provided, other than for payment of registration fees. If ranked high enough, the student could receive one of the 3 AIRS travel awards. The remaining funding available could be allotted to the next highest student in the competition.

6. While at least one student from each sub-group will be supported, other students in the geographic vicinity of the conference for which driving, train, or bus transportation is feasible, are encouraged to attend, and their transportation and student housing will be partially subsidized from a budget of up to \$2000.

7. Other faculty in the geographical vicinity of the conference for which driving, train, or bus transportation is feasible, are encouraged to attend, and their transportation and housing will be partially subsidized from a budget of up to \$2000.

8. Given that holding a satellite meeting increases the attendance at the main meeting, AIRS administrative team will approach the organizers of the main meeting to request up to 5 waivers of registrations for persons who have never before attended the main meeting, and are attending only because of their involvement with AIRS. This would reduce the financial burden on these attendees and be recognition of the added value arising from the AIRS decision to hold its Annual Meeting at the same time as the ICMPC meeting. AIRS may enter other forms of negotiation with the main conference organizers.

9. While the estimated travel costs for AIRS Annual Meeting for Year 2 greatly reduces the given budget, the idea will be to retain funding in reserve for the rest of the year if at all possible. However, this may only be possible if additional external sources of funding are obtained.

10. Attendees of the AIRS Annual Meeting would be expected to present work in progress at the AIRS meeting, and completed work at the Main (piggybacked) meeting for the purpose of dissemination.

11. An effort to obtain additional funding for the travel budget will be made by the AIRS Administrative team, time permitting, from other sources.

12. It is possible, that AIRS may put on a workshop or concert, or concert workshop for the public in the vicinity of the conference, for which registration is charged to non-AIRS people, to help recover costs. (e.g., \$30 x 200 attendees = \$6000). This would depend on agreement from AIRS collaborators and practically speaking would depend on prior planning, advertising, and co-operation and rehearsal of performers and/or speakers.

13. A separate AIRS Conference budget (\$6000 Year 2) will be used to cover audiovisual costs, room rental costs, and miscellaneous expenses (e.g., name badges, publicity, program printing).

14. Travel for staff will be drawn from unexpended staff support budget  
Travel for digital library or tech support student will be drawn from the tech support budget.

15. Should additional travel funding remain, competitions for travel funds will be arranged.

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The rest of this policy document is outside of the above issues that focus primarily on funds associated with the Annual Meeting

### **Travel Policy Part II. Travel Funds for other than the Annual Meeting**

16. The nature of these competitions remains to be developed, however, the following suggestion has been made:

AIRS will match other available resources (which could include personal resources) to a maximum amount to be determined by the amount of funding available, but likely no more than \$1000. The appeal for these funds in competition could be made by the following:

AIRS members who have travelled independently (without AIRS support) for AIRS related work at other meetings.

AIRS members who find themselves in the same place at the same time are encouraged to take advantage of this opportunity to advance the goals of AIRS. A contribution to a working lunch, for example, could be a reasonable request of AIRS travel budget (for discussion of AIRS executive committees).

17. Travel for workshops

In years where there is no Annual Meeting in Charlottetown, there will be a one-day workshop, to which persons in the region will be encouraged to come. This will be open to the community with registration charged (as was done in the past, July, 2008 – prior to the funding of AIRS). Payment for vehicle transportation of AIRS researchers and students in the vicinity will be covered, budget permitting. Budget permitting, at least one AIRS expert keynote will be invited. The event should also involve the regional stakeholders and partners. External funds will be sought to support this, including registration fees.

18. There are many other opportunities for workshops in any area of AIRS research. Our formula for the past Charlottetown AIRS Workshop combined academic, application (teaching/therapy) and performance and was successful. This formula could be applied anywhere. Workshops dedicated to specific academic or applied themes are also to be encouraged.

19. Travel for research by students or faculty

Multicultural research may entail the travel of an AIRS Co-Investigator or Sub-theme leader so as to teach techniques and assure quality control. Students from one site may disperse to collect data in several countries. Students or faculty from several countries may congregate at a Team Leader's site so as to learn techniques and assure quality control and shared understanding of the goals. All of this requires travel funds if carried out in person. Video-conference provides some alternatives.

Such funds for investigators would normally come from the travel budget.

**20. The decision as to whether funds for salary can be diverted to the travel budget will be a matter of discussion for the AIRS executive committees including a Student Committee. Travel support is considered student support by other MCRI's, and travel support can well contribute to the student's education. Considering travel support as student support would serve functions – it would enable more students to travel to the Annual meeting and to other meetings; it could free money from the designated travel budget for use by co-investigators. The downside of drawing from the student support budget is that if students use money for travel then they will not have**

**that money for other day-to-day living expenses. In many cases, however, students will be funded from other sources, and the amounts received from AIRS would be viewed as top up amounts.**

The following was agreed by majority of voters of the Policy & Planning Committee April 2, 2010 –

Accept the travel policy:	Yes
Accept the travel policy forms:	Yes
Accept the reviewer assessment forms:	Yes

Use of student salary funds (policy on student funding)

Only for support of student research work for AIRS goals:	Yes
For student travel for field work:	Yes
For student travel to a faculty research laboratory:	Yes
For travel to an AIRS workshop	
For travel to and participation in an AIRS related workshop outside of the AIRS Annual Meeting:	No
For travel to and participation in an AIRS related conference that includes the AIRS Annual Meeting:	Yes

21. It is standard practice for MCRI's to seek additional funding for travel, and as time permits and opportunity arises, this will be a goal for the AIRS management team, however, such activity need not be solely the activity of AIRS management, but might be taken on by one of the 9 research teams, or a team cutting across two or more sub-themes.