

2020 ASME DYNAMIC SYSTEMS AND CONTROL CONFERENCE (DSCC 2020)

POST CONFERENCE TASKS FOR STUDENT PARTICIPATION AWARD APPLICATIONS

EXPENSE SUBMISSION DEADLINE

Please submit an expense summary report and copies of your receipts by October 15, 2020.

ADDITIONAL NOTE ON ELIGIBILITY

You must have submitted an application to the DSCC 2020 Student Participation Award before September 23, 2020 and have attended the Division Meeting (Day 1 Night, 7:30PM–10:00PM EDT).

THE PARTICIPATION GRANT PROCESS: YOUR PART

Please follow these instructions as closely as possible when applying for participation grants:

- **Step 1:** Complete a “participation expense summary report”. This is similar to the application form. Use the attached template.
- **Step 2:** Provide information on your participation at DSCC 2020. Did you actually present the above paper? Did you attend the Division Meeting?
- **Step 3:** **Regardless of whether or not you want to get reimbursed for registration expenses, please scan your registration receipt anyway.** We will need it to prove that you attended the conference.
- **Step 4:** **Do not scan** receipts pertaining to your meals, but please hold onto those receipts. We will most likely not need them.
- **Step 5:** **Hold on to all your original receipts.** We may need them.
- **Step 6:** **Enter your participation expenses into the summary report, in the following order:**
 - Registration expenses go first.
 - No hotel and travel expenses please, as the conference is virtual.
 - Other (miscellaneous) expenses go next.
- **Step 7:** Make sure you have assembled the following:
 - A complete expense report (first page).
 - An image of your registration receipt, regardless of whether or not you are asking for registration reimbursement.
- **Step 8:** **Assemble the above documents in a single PDF package.** Please do us the favor of using descriptive file names for the documents in this package. If, for example, your name is “John Doe”, then we would truly appreciate it if the files are named, say, “JohnDoeExpenseReportDSCC2020.pdf.”
- **Step 9:** **Email the package to dsc2020.studentsapp@gmail.com by October 15, 2020. Please use “DSCC Student Participation Grants Expense Report: your DSCC paper number: your name” in the subject line, e.g., “DSCC Student Participation Grants Expense Report: DSCC-1234567890: John Doe.”**

INQUIRIES

Please send all inquiries regarding the participation grants to dsc2020.studentsapp@gmail.com and cc Beibei.Ren@ttu.edu and chx@uw.edu. Please forgive us if this response comes with a time delay of up to one week.