

Digistar Users Group (DUG) Conference Scholarship Information

1. Who is eligible?

- An applicant must be employed currently at a planetarium that has a Digistar system.
- The applicant organization must have been a member of DUG for at least three years and unable to send staff to the DUG conference without financial assistance.
- The application should come directly from the individual who desires the scholarship. A letter from the applicant's supervisor or from the applicant if they have no supervisor detailing the financial need should be included or sent separately.
- Priority will be given to first-time applicants.
- Successful applicants will receive a waiver of conference registration for the annual conference held in the year the application is made plus reimbursement up to \$500 for defraying transportation, to and from the host city, and accommodation conference costs.
- Funds cannot be used to support vendor expenses, including registration.
- Members of the Executive Committee are ineligible for the scholarship.

2. Expectations of successful applicants:

- Successful applicant must attend all parts of the conference held in the year the application was submitted (i.e. not go for only one day or wait to attend until the next year).
- Applicants are expected to submit a demo to the library and serve DUG in some matter, for example presenting a poster/paper at the conference, working on a DUG project, assisting the conference host, etc.
- The successful applicant must meet all deadlines, as applicable, for the scholarship application, conference registration, or a paper/poster submission.

3. How to apply:

- Download and complete the PDF form, save it, and attach it to an email message. Applicants should submit the application and a letter from their supervisor (if applicable) via email to the DUG President no later than three months prior to the Opening Reception of the conference.
- The application form will be available on the DUG web site (<http://digistardomes.org/members/index.html>).
- The Executive Committee will examine the applications and will have final approval.
- All applicants will be advised via e-mail of the receipt of materials with decisions being made at least two months prior to the conference's Opening Reception. An applicant should wait to register for the conference until he/she is notified that he/she has received the scholarship.

4. Criteria

The Executive Committee will judge applicants on:

- a) Financial need (as discussed in the application and letter from supervisor).
- b) Potential benefits of conference attendance to the applicant and to DUG
- c) Ways the applicant currently networks with other planetarians
- d) The order in which applications are received. Potential recipients should consider applying as soon as conference materials are available.