

PROCEDURES FOR ATTENDANCE OF INTERNATIONAL CONFERENCES

In consonance with the University of Ilorin's disposition to the development of its members of staff, certain procedures are in place to guide those that desire to attend international conferences. Three categories of applicants have been identified for the exercise. They are:

- i. Those seeking for funding from the University for the trip;
- ii. Those that are able to secure sponsorship on their own for the trip; and
- iii. Those for *"Brown Bag" seminar after their return to the University from the Conference.

To facilitate the process and proper documentation of the application, one application form is available for each category.

For category:

- i. Form CIE/APU 001^A;
- ii. Form CIE/APU 001^B; and
- iii. Form CIE/APU 001^C.

Members of staff of the University of Ilorin that are interested should complete the form, as appropriate and accompany the submission with the relevant supporting documents as required. Each application will be treated on its merit. Four copies of the completed application forms should be submitted to the Centre for International Education.

* Brown Bag seminar – Academic Staff who will participate in international conferences and fora will now have to share their experiences and new knowledge to other members of staff in what would be known as "Brown Bag" session. This would be held quarterly to specifically discuss reports from beneficiaries of international conferences. Such reports will be submitted to Centre for International Education for uploading on the Centre's website.

In addition to the form, please ensure to accompany the request with the usual application letter, addressed to the Vice-Chancellor through the Head of Department, the Dean, and the Centre for International Education.