



1. Description

The UNESCO Chair in Data Privacy (lead by Prof. Josep Domingo-Ferrer) offers economic support to offset some of the costs associated with attending workshops or conferences with which the Chair has an agreement (see <http://unescoprivacychair.urv.cat/cooperation.html> to get an up-to-date list).

These stipends are for participants coming from "transition" countries, which are nations other than USA, Canada, Western Europe, New Zealand, Australia, Taiwan, Japan and South Korea.

Travel grants correspond to plane ticket, hotel expenses and conference registration fee. The Chair will try to cover these expenses up to 600 Euro per person, the exact amount depending on the number of interested attendees.

2. Priority order

The grants will be provided according to this priority order:

1. student author of an accepted paper;
2. author of an accepted paper;
3. student author of a submitted but rejected paper;
4. author of a submitted but rejected paper;
5. attendee without a paper.

3. Procedure

The steps that must be followed to apply for support are:

- a) Pay the registration fee and travel expenses in advance, and then the Chair will reimburse some of these expenses up to 600 Euro.
- b) Send an e-mail to unescoprivacychair@urv.cat including:
 - Name;
 - Affiliation;
 - Conference or workshop you want to attend;
 - Your role in the conference/workshop (one of the five above);
 - Amount of money you have spent, divided in three concepts:
 - i. Registration fee;
 - ii. Plane ticket;
 - iii. Hotel expenses.

- c) In case your application is accepted, the Chair will answer exactly which expenses are going to be reimbursed and the necessary documents will be requested.

4. Documents required in case of obtaining the grant

When you book and pay for the travel, you should take into account that, to reimburse the money, the Chair will need:

- The originals of the following documents, sent by express mail:
 - Boarding card.
 - The plane, hotel and registration to the conference invoices/receipts/tickets.
 - The attached form filled and stamped by the bank, to confirm that the bank data is correct.

These documents have to be sent to:

*Att. Antoni Fernandez Parera
Departament d'Enginyeria i Matemàtiques
Rovira i Virgili University
Av. Països Catalans 26
E-43007 Tarragona
Catalonia, Spain*

- A photocopy of your passport, send by mail with the other documents or by e-mail to unescoprivacychair@urv.cat.

5. Observations

- The Chair will only accept invoices or tickets, not bookings. In the invoices it has to appear your name and the payment amount, and it has to be signed by the travel agency or the correspondent company.
- The documents sent to the Chair should be in one of the following languages: English, Catalan, Spanish, French, German, Italian or Portuguese.
- The Chair will only reimburse plane tickets that have already been used.

BENEFICIARY'S INFORMATION

Name	
Passport number	
Address	
Phone number	
Zip Code	
City	
Country	

BENEFICIARY'S BANK INFORMATION

Bank name	
Bank address (your office's address)	
IBAN (International Bank Account Number)	
SWIFT (BIC) code	
ABA (only EEUU)	
Country	

Under my responsibility, I declare that this data correspond to the bank account opened at the beneficiary's name.

The bank

The beneficiary

Date: