YABA COLLEGE OF TECHNOLOGY
STAFF DEVELOPMENT AND TRAINING DEPARTMENT
INTERNAL MEMO

Ref. No: YCT/SD/ME/Vol.1/519　　　　　　　　**To:**　See Distribution

From*:*　Deputy Registrar (SD & T)　　　　　　　**Date:**　January 25, 2024

TETFUND CONFERENCE ATTENDANCE: CALL FOR APPLICATION

This is to inform all members of staff that application on TETFund Conference sponsorship for Year 2024 has commenced.

Interested staff are hereby requested to submit their applications using the underlisted guidelines:

(1) GENERAL REQUIREMENT
　　i.　Applicant Name
　　ii.　Status: Academic or Non-Teaching
　　iii.　Designation: Present position/rank
　　iv.　School/Unit/Department
　　v.　Conference Theme/Title
　　vi.　Conference Place/Venue
　　vii.　Conference Date
　　viii.　Conference Fee

(2) REQUIREMENTS FOR ACADEMIC STAFF

(i)　Evidence of acceptance of Paper.
(ii)　Possession of valid visa for USA and Canada Conference attendees is compulsory.
(iii)　Applicant must have a valid International Passport before applying for International Conferences/Workshop (Attach the biodata page).
(iv)　The foreign component of the TETFund Scholarship for Academic Staff (TSAS) Intervention has been approved to be effective from January 2024).
(v)　Predatory Conferences are not allowed.

(3) REQUIREMENTS FOR NON TEACHING STAFF
(i)　All requirements listed in (1) above to be provided.
(ii)　The foreign component of International Conference is still on hold by TETFund.

(4) ADDITIONAL CRITERIA

(i)　Only **CONFIRMED** staff are eligible to apply
(ii)　Beneficiaries of TETFund Sponsorship for Conference/Workshop Attendance in the last two years need not apply.
(iii)　Only two (2) nominees per Department shall be considered yearly.

(5) ATTACHEMENTS:

Interested applicants are required to provide the following:
i.　Conference Flyer
ii.　Copies of Letters of Appointment and Confirmation of Appointment
iii.　Copy of Letter of Last Promotion

iv. Bank Details

Please note that applications should be submitted at least two months before the scheduled Conference date.

Duly completed applications are to be submitted to Staff Development & Training Department on or before:

- **February 16, 2024**   **(Batch I)**
- **April 19, 2024**   **(Batch 2)**
- **August 16, 2024**   **(Batch 3)**

Thank you.

OKOH, A. A. (MR.)

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Deans should please disseminate the information to the respective HODs in your School.

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