

## REQUEST FOR CONFERENCE FUNDING

Please complete **all** parts of this form, get your supervisor's approval and return it to [graduate.studies@cs.ox.ac.uk](mailto:graduate.studies@cs.ox.ac.uk).

Requests must be submitted **well in advance** of the event for which funding is requested and you will need a statement of support from your supervisor. **Retrospective applications are unlikely to be approved.** Please be advised that students will not be eligible to claim from this fund upon submission of the thesis or beyond the maximum submission date for their thesis, whichever is the earliest.

Please ensure that you have explored all other options before applying for departmental funding and indicate on the application form other sources of funding. Students who have other sources of travel funding, notably students supported by research project funds, should normally seek support from those sources before applying to the Laboratory. Similarly students funded by the CDTs should check how much travel grant they have available before applying for departmental funding. Sometimes supervisors are also able to help fund travel costs. Colleges are often able to make a contribution to the cost of presenting papers at conferences and conference organisers may have grants available to students.

You will be informed whether your claim has been approved or not. To claim the money you will need to complete an online expense claim via the [University's E-Expense system \(SAP Concur\)](#). You will need to upload copies of all relevant receipts of expenditure when you complete the claim. Failure to provide these will result in money having to be repaid to the Department of Computer Science

### 1. Student Details

Name..... Frieder Simon  
Research Group ..... Intelligent Systems  
Supervisor..... Thomas Lukasiwicz  
College..... Wolfson  
How are you funded..... Self-funded  
.....  
Date started D.Phil..... October 2019  
Are you employed on a Research Grant: Yes/No  
If yes please give details.....  
.....

### 3. Cost

Registration ..... ~ 400€  
Travel ..... ~ 650€  
Subsistence ..... ~ 400€ (food) + 800€ (accommodation)  
Other .....  
..... ~ 2000€  
Total.....

### 2. Details of Conference/Event

Title (together with URL)  
.....  
..... International Conference on Learning Representations (ICLR) iclr.cc  
.....  
Date..... 7th-11th May  
Location..... Vienna, Austria  
Reason for attendance ..... Two accepted papers as posters  
.....  
If presenting a paper will it be published..... <sup>yes</sup>  
If yes, give bib. details..... <https://openreview.net/forum?id=5Vc1ACZ8eC>  
..... <https://openreview.net/forum?id=HYuKXhgZjm>  
.....

**Please provide an abstract of your paper and also a link to the conference programme showing you will be presenting.**

(please see openreview links above which contain this information)

### 4. Amounts claimed elsewhere – please indicate amount requested and, if known, the amount granted

College.....  
Funding Sponsor .....  
Supervisor .....  
Other .....

## 5. Amount Claimed

Total sum claimed.....£1012.36 (remaining allowance)

Sums previously approved with date:.....£987.64 (prior conferences)

**Supporting case by supervisor (please continue on separate sheet if necessary or email [graduate.studies@cs.ox.ac.uk](mailto:graduate.studies@cs.ox.ac.uk))**

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I fully support this request.

Frieder has two papers accepted for presentation at ICLR, which is one of the top 3 conferences in this field

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Frieder's participation at the conference is a requirement for the accepted papers to appear in the conference proceedings. His participation also allows him to improve his presentation skills, discuss and defend his work within the research community, and do some general networking with other researchers.

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Supervisor's signature: .....

**I agree to abide by the above rules and supply full receipts on return from the trip.**

Student's signature .......... Date .....25th April 2024.....

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DGS Use Only:

Total sum approved: .....

Director of Graduate Studies signature: .....

Date .....