



2019 seep  
Annual Conference  
*Building Resilience  
through Market Systems*  
October 21-23 | Arlington, Virginia

## 2019 SEEP Annual Conference Scholarship for Gates Foundation Grantees Terms and Conditions

**INSTRUCTIONS:** Please read the following Terms and Conditions, then click the following link to fill out the [Scholarship Acceptance Form](#).

### Scholarship Benefits

1. Conference registration
2. Three nights of accommodation
3. Up to \$800 in air travel expenses

### Scholarship Terms

Each scholarship recipient must:

- Return the [Scholarship Acceptance Form](#) by **September 30**.
- Cover all other costs not specifically covered under the terms of the scholarship.
- Notify SEEP promptly in the event of cancellation
- Pay applicable cancellation fees for hotel accommodations in case of no-show
- Book and pre-pay flight arrangements
- Send confirmed flight itinerary and invoice to ([annualconference@seepnetwork.org](mailto:annualconference@seepnetwork.org)) by **October 7**.

## Conference Registration

Upon receipt of your completed Scholarship Agreement (submit no later than **September 30**) your scholarship award will be considered “confirmed.” You will receive confirmation of conference registration.

The scholarship will cover conference registration on Tuesday, October 22 and Wednesday, October 23, 2019. Member Day on October 21 is open to SEEP members in good standing only.

Scholarship recipients are not eligible for bundled discounts.

## Hotel Reservations

The scholarship provides three nights of accommodation at the conference venue, the Crystal Gateway Marriott Hotel. Please complete the Scholarship Agreement and indicate your preferred dates no later than **September 30**. SEEP will book your room and send your hotel confirmation.

The Crystal Gateway Marriott has a limited number of rooms and SEEP cannot guarantee room availability. Therefore, scholarship recipients are encouraged to submit their confirmed itinerary to ([annualconference@seepnetwork.org](mailto:annualconference@seepnetwork.org)) as quickly as possible. (See Air Travel below.) SEEP requires your confirmed travel itinerary in order to maintain your hotel booking. This is due no later than **September 30**.

The Scholarship will cover the cost of three hotel nights and corresponding taxes only. Any additional nights at the hotel must be paid by the scholarship recipient. Recipients are responsible for covering all incidentals, any additional nights not covered by the scholarship, as well as cancellation fees and no-show charges, as per the hotel's regulations. **SEEP will not pay for accommodations outside of the Crystal Gateway.**

## Air Travel

The Scholarship will cover up to \$800 of flight expenses (including taxes, fees etc.). SEEP requires your confirmed travel itinerary and invoice no later than **September 30** to ([annualconference@seepnetwork.org](mailto:annualconference@seepnetwork.org)).

Individuals will be reimbursed upon arrival at the conference with the presentation of the invoice, airline ticket, and boarding pass. **SEEP will not reimburse local travel, local expenses, first class or business class.** SEEP is not in a position to honor requests for payment advances.

Any unused funds will not be credited to the scholarship recipient. Flight expenses in excess of \$800 must be covered by the scholarship recipient (for example, if the flight costs \$1,200 the recipient will be responsible for the \$400 balance).

For scholarship recipients unable to obtain an [ESTA](#) and requiring a temporary U.S. visa, SEEP will provide an invitation letter. This can be indicated in the acceptance form. It is the responsibility of the scholarship recipient to make the necessary arrangements with the US Embassy in your country of residence.

All scholarship recipients are required to provide SEEP with a copy of their confirmed travel itinerary by **September 30**.