国际会议资助申请材料提交指南

International Conference Funding Application Submission Guidelines

一、申请流程中必传材料如下：
The required documents in the application process are as follows:

1. 正式的境外国际会议参会邀请函（如为邮件邀请，需导师在邮件截图上签字）
   Formal invitation letter of international conference held outside mainland China（if inviting by email, your supervisor shall sign on the email screenshot.）
2. 论文首页或报告摘要
   Abstract or first page of the paper
3. 口头报告时间安排（需标记自己的口头报告时间）
   Schedule for oral presentation（highlight your own schedule）
4. 详细的会议日程
   Detailed conference agenda
5. 导师证明证明信：
   1. 证明提交会议论文为申请者学位论文工作相关成果
   2. 学生为第一作者，或导师为第一作者，学生为第二作者。
   Certification Letter from your supervisor:
   1. To certify that the submission of your conference paper is relate to your dissertation work.
   2. To certify that you are the first author or your supervisor is the first and you are the second.
6. 其他审批过程中要求提供的佐证材料。
   Other materials asked by the approvers during the application

注意 Note：
系统申请表中需填写出境及入境时间、会议举办地/城市，并需**提前至少 15 日申请因公出国境批件**，否则无法报销。线上参会资助渠道自 3 月 2 日起关闭。
Offline participants shall fill in the exit and entry time and the venue of the meeting in the application system. Then, **at least 15 days in advance** to apply for the approval document for going abroad, otherwise **cannot** reimburse. We have cancelled online conference support since March 2, 2023.

二、会议结束后申请报销流程中必传材料如下：
The required materials in the reimbursement application process after the meeting are as follows:

1. 总结报告 Summary Report
（模板链接 Template link：https://www.gs.sjtu.edu.cn/info/1109/4218.htm）

2. 口头报告演示文稿 Oral presentation slides

3. 其他要求补充上传的材料