**American Evaluation Association Annual Conference**

**November 10-15, 2025 (Kansas City, Missouri, USA)**

**2025 INTERNATIONAL TRAVEL AWARDS APPLICATION FORM**

Please submit completed form and supplemental materials via email to [**Pooja Singh**](mailto:pooja.singh@opml.co.uk)on or before midnight in the Eastern U.S.A. Time Zone on **Friday, March 21, 2025**. For a list of under-resourced countries, [click here](https://www.worlddata.info/developing-countries.php).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Surname:** | **First name:** | | | **Preferred salutation (such as Dr., Mr. Ms., Mrs., etc.):** | |
| **Contact Information:** | | | | | |
| **Home**  Address:  Country of Residence:  Email:  Telephone: | | **Work**  Address:  Country of work:  Email:  Telephone: | | | |
| **Eligibility Criteria Check:** | | | | | |
| Please place an “X” below the appropriate response: | | | **YES** | | **NO** |
| 1. Have you attended a previous AEA Conference? | | |  | |  |
| 1. Have you attended other international evaluation Conferences/Conclaves/Meetings in the past? | | |  | |  |
| If you responded “YES” to Question 2 above, please list Conference/Conclave/Meeting names and years here: | | |  | | |
| 1. Do you possess English fluency sufficient to present at the conference? | | |  | |  |
| 1. Are you the citizen of an under-resourced country? For a list of countries considered to be under-resourced, [click here](https://www.worlddata.info/developing-countries.php). | | |  | |  |
| 1. Do you have a second citizenship? | | |  | |  |
| If you responded “YES” to Question 5 above, please list second country of citizenship here: | | |  | | |
| 1. Have you been residing AND practicing evaluation in an under-resourced country **over the last two years?** | | |  | |  |
| 1. **(Optional)** Gender Identity? | | |  | | |
| **Please describe why you would like to join the AEA conference (maximum 250 words).** | | | | | |
| **What are your unique evaluation experiences (in an under-resourced country) that could be shared with evaluators in similar/different settings? (maximum 500 words)** | | | | | |
| **How do you expect this opportunity to enhance your work in evaluation in your home country? How will you share your learnings back? (maximum 500 words)** | | | | | |
| **Name and Contact Details of Persons Writing Letters of Support:** | | | | | |
| 1. | | | | | |
| 2. | | | | | |
| **Title AND** [**Presentation Type**](https://www.eval.org/Events/Evaluation-Conference/Conference-Session-Types) **of the Proposal(s) Submitted for the AEA Conference** | | | | | |
| 1. | | | | | |
| 2. | | | | | |
| **Proposed Budget (Expenses in US Dollars):** | | | | | |
| Airfare | |  | | | |
| Hotel/Lodging | |  | | | |
| Ground transportation in your country | |  | | | |
| Ground transportation in the US | |  | | | |
|  | |  | | | |
| Meals | |  | | | |
| Visas and other expenses | |  | | | |
| **Total** | |  | | | |

**Important:** Please note that the conference proposal and international travel award application processes are separate and require **two** actions. While proposals are submitted online via the [AEA website](https://www.eval.org/Events/Evaluation-Conference/Conference-Proposal-Submission), travel awards are processed manually by the ICCE TIG Co-Chairs. Applications submitted without a proposal submission to AEA, or proposals submitted to AEA without application submission to [Pooja Singh](mailto:pooja.singh@opml.co.uk), will not be considered for these awards. **Upon submission of your proposal, be on the lookout for an email from AEA confirming the successful receipt of your proposal**. If you do not receive a confirmation email, your proposal may not have been properly transmitted to AEA. Please contact [education@eval.org](mailto:education@eval.org) to confirm receipt should you not receive a confirmation email.

**Selected awardees are responsible for** securing all necessary travel documents (visas, etc.) and meeting any other requirements related to their travel arrangements including, but not limited to, transferring flights in multiple countries. The maximum travel award amount is $2,500 USD and is only reimbursable with eligible receipts. Any costs incurred over this amount are the responsibility of the award recipient and will not be covered by the American Evaluation Association.