



IAF GLOC 2023 STUDENTS GRANT PROGRAMME HANDBOOK

- Please read the following guidelines carefully before beginning the application process -

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1 What is the IAF GLOC 2023 Students Grant Programme?

The IAF GLOC 2023 Students Grant Programme offers up to 10 grants to participate in the IAF Global Space Conference on Climate Change – GLOC 2023 in Oslo, Norway from 23 – 25 May 2023.

The application is open to students between the ages of 18 and 35 on 1 January 2023. Please note that no exceptions will be made to these criteria. Candidates who meet these criteria may apply regardless of their home country or current residence.

Successful applicants are expected to participate in the entire IAF Global Space Conference on Climate Change – GLOC 2023.

1 Who can apply?

The IAF GLOC 2023 Students Grant Programme is open to individuals who fulfil the following **mandatory** criteria (no exceptions will be made):

- 18 to 35 years old on 1 January 2023
- Students currently attending a recognized university
- Have submitted a paper in the GLOC 2023 Technical Programme
- Be ready to actively engage in the next generation activities at GLOC 2023
- Be passionate and actively engaged in climate protection

2 How can I apply?

To be considered for the grant programme, the following materials must be submitted online by **31 January 2023 15:00 Paris time UTC + 1:00**:

- A completed online application form that contains information about the candidate's personal background, education.
- An essay (of no more than 1500 words per point) discussing:
 - Your passion and active engagement in the topics of climate protection and space
 - Your expectations and takeaways from GLOC 2023
 - The potential relevance of participation in GLOC 2023 to your personal and professional growth and development
 - How you will use this experience when returning home and how you plan to share what you have learned during this experience.
- A 1-minute video explaining your thoughts on the role space can play in protecting our climate

All applications shall be submitted through the online platform. Only in case you are not able to upload documents please send your application to: emma.boisdur@iafastro.org. Please note that all emails should mention in the email subject: LAST NAME First name – IAF GLOC 2023 Students Grant Programme.

Completed applications must be available online or received at the IAF Secretariat no later than **31 January 2023 15:00 Paris time UTC +1:00**. Please note that any materials received after this time will not be considered for the IAF GLOC 2023 Students Grant Programme.



3 How is the selection made?

The selection will be made based on the following point system (rating grid). The maximum score one applicant can achieve is **10 points**.

1. Abstract

- **Abstract has to be accepted** in order for the application to be considered and the other criteria to be evaluated. Please note that any candidacy without an accepted paper will not be considered.

2. Essay (0-6 points)

3. Video (0-4 points)

All applicants must provide a 1-minute video and appear on screen, speaking English.

4 Step by Step Application Guide

- Please fill in the Application form on our website: <https://iaf-gloc-programme.org>
- Once you fill in the first part "Personal Information", you will receive your login information and be able to fill in the application form in several times until the deadline; your progression will be automatically saved.

Please note that we will only consider complete, signed applications that are validated from the online application system or that are received by email, **no later than 31 January 2023 15:00 Paris time UTC + 1:00**.

Abstract

Please note that your abstract needs to be copied into the application system **and uploaded on the IAF website** (<https://iafastro.directory/iaf/account/login/>). To upload your abstract on the website, please follow these steps:

- Login or create an account, visiting the IAF Website at www.iafastro.org and clicking on the "Sign In" button
- You will be taken to the restricted area, where you will find on the bottom of the menu "My Papers".
- Click on "My Papers" and then on "Add new abstract".
- Select the appropriate topic.
- Please insert paper title and abstract content (maximum 400 words).
- Click "Ok".

Please note that you must upload your abstract by **23 December 2022** on <https://iafastro.directory/iaf/account/login/>.

Video

All candidates must provide a 1-minute video explaining your thoughts on the role space can play in protecting our climate. The video may not be longer than 1 minute. Videos longer than one minute will not be considered.

- Tape yourself on video presenting yourself, and your thoughts on the role space can play in protecting our climate
- Copy/paste the URL of your video in the appropriate field on the application form



Please note that only videos that are unprotected and easily accessible (no password protection, no necessity to create an account to view the video, etc.) can be considered. While we strongly prefer that you upload your video online, you may send it per email at emma.boisdur@iafastro.org if you are unable to upload it. However, only videos that do not exceed 8 Mb and that are in an avi format can be accepted.

Endorsement Document

Have your application reviewed and endorsed by a professor in your university.

Please download the endorsement document template available on the application platform and have filled in it by the person who will review your application. The endorsement needs to be signed and stamped. Then, scan the signed endorsement in pdf, jpeg or png format and upload it in the appropriate field.

Please note that the endorsement letter must be uploaded on the online application system or received by the IAF by **31 January 2023 15:00 Paris time UTC + 1:00** for your application to be considered.

Reference Letters

All applications must be accompanied by two recommendation letters from professors in the candidate's home/residence country who are familiar with the candidate and who have reviewed his/her application.

Please download the reference letter template available on the application platform and have your references filled in, signed, and stamped, scan the forms and upload in the appropriate field.

Please note that both reference letters must be uploaded on the online application system or received by the IAF by **31 January 2023 15:00 Paris time UTC + 1:00** for your application to be considered.

A selection committee composed of experienced IAF volunteers will carefully review all applications and recommend up to ten individuals considering the above criteria.

5 Selection Schedule

- Announcement of the call, application form and related documents are posted on the IAF website: **November 2022.**
- Completed applications and related documentation must be submitted to the IAF Secretariat no later than **31 January 2023 15:00 Paris time UTC + 1:00.**
- Grant recipients will be notified **by the end of March 2023.** Selections will also be announced publicly on the IAF website.

6 Responsibilities of Successful Applicants

1. Confirmation of Attendance

After you have been notified of your selection for the programme, you will send a copy of your valid passport by **28 February 2023 and your flight proposition to and from Oslo.** Please note that your passport needs to be valid at least until **October 2023.** Successful applicants who are not able to provide this by **28 February 2023** will be **taken off the list of grant recipients.**

The registration for GLOC 2023 will be **handled and paid** by the IAF Secretariat. Grant recipients will have until the 10th of March to submit to the IAF Secretariat their proposed flights to and from Oslo. These proposed



flights must be **low cost** and **consider visa requirements in transit countries**. The recipients are also invited to indicate if they need a special diet (vegetarian, gluten free, without lactose, etc.). **You shall arrive in Oslo on 22 May 2023 and depart on 26 May 2023**. If the proposed flights are acceptable to the IAF, flight tickets will be **booked and paid** for you by the IAF Secretariat.

Recipients are permitted to extend their period of stay on the condition that this does not increase the flight cost. All expenses (accommodation, food, transportation, etc....) before **22 May 2023** and after **26 May 2023** shall be undertaken by the recipients. **The IAF will not be responsible for these additional expenses.**

Successful applicants will be featured on the IAF website, IAF newsletter and GLOC 2023 Final Programme and shall provide a short summary of their experience and achievements and their perspectives on space and international cooperation and a recent headshot by **10 March 2023**. The summary shall not exceed 250 words. The photo shall meet the following requirements: resolution of 150 dpi, colors or black and white, jpg format.

2. Visa

The IAF will do its best to support successful applicants with the visa procedure. However, please note that it is the applicant's responsibility to **become familiar with the visa requirements applicable to Norway as well as in transit countries**, to start the visa process in **due time** and to provide the necessary documentations.

The IAF Secretariat will provide an invitation letter from the Host (NOSA) and a subvention letter. The IAF Secretariat will **book and pay** for hotel rooms nearby the conference venue and provide a booking proof to the recipients.

The IAF will not take over any costs related to obtaining your visa such as travel insurance, vaccinations, visa fees, transit visa fees, travelling costs to the embassy, etc.

You shall inform the IAF Secretariat before **30 March 2023** if you require a visa to attend the GLOC 2023 in Oslo.

3. Insurance

The recipients shall be responsible for acquiring insurance covering health insurance, medical emergency, emergency evacuation, repatriation of remains, trip cancellation or interruption, etc.

The recipients shall provide a proof of the insurance to the IAF Secretariat by **30 March 2023**.

7 Benefits of the IAF GLOC 2023 Students Grant Programme

1- Registration

The recipients of the IAF GLOC 2023 Students Grant Programme will be registered to the IAF Global Space Conference on Climate Change.

4- Per Diem

The IAF Secretariat will provide you per-diem equivalent for the duration of your stay starting the day of your arrival in Oslo to cover extras unforeseen by the grant.

6-Flight and accommodation

The IAF Secretariat will take care of booking and paying for the flight tickets and accommodation from **22 - 26 May 2023** in Oslo.

Please note that social events, technical tours and gala dinner tickets will be available at GLOC 2023. Their costs **are not** foreseen in the grant programme, but you are free to purchase them.