

NNN7 Travel Awards

Thanks to the generosity of Sightsavers & CBM, the Executive Committee of the Neglected Tropical Disease (NTD) Non-Governmental Development Organization (NGDO) Network (NNN) is pleased to offer travel awards to employees of NGDOs or Ministry Departments working to control or eliminate NTDs. Awardees must be a citizen of and working in an NTD-endemic country. The travel award will cover a portion of travel expenses incurred to attend the 7th Annual Meeting of the NNN (NNN7).

Dates and Venue

Thursday, September 29th to Sunday, October 2nd, 2016

Washington Marriott at Metro Center
775 12th Street NW
Washington, DC
20005 USA

Front Desk Telephone Number: +1 202 737 2200

Travel Award

The Travel Award Committee will allocate:

Flights

- 25 return flights, subject to flight availability and only from destinations that are served by the airline designated by Sightsavers. The designated airline will route through UAE, and due to the length of travelling time, we expect applicants to apply from South/East Africa and Middle/Far East. **Full cost of the airfare will be provided.**

Accommodation

- We have 5 awards that will offer 'room only' basic accommodation. These will be offered in conjunction with 5 of the return flights.

The travel award will not cover the following expenses:

- Per diem and miscellaneous expenses
- Visa fees
- Cost of room at US Government Lodging Rate at the Washington Marriott at Metro Center or hotel of choice (subject to 5 awards detailed above in basic accommodation)

Who is Eligible?

Applicants must be:

- Employees of NGOs or Ministry Departments; and
- Working to control or eliminate NTDs; and
- A citizen of an NTD-endemic country;
- Able to communicate verbally in English

Selection Criteria

The attached application must include a letter from the applicant and the applicant's employer (i.e., the NGO or the Ministry Department).

The letter from the applicant should include the following information.

- Current title and role within the organization
- A statement of how the applicant would benefit from attending NNN7
- Details of what contribution the applicant believes they can bring to NNN7
- A plan of action that details activities the applicant will undertake to disseminate information from the proceedings of NNN7 to their colleagues

The letter from the applicant's employer should include the following information:

- How the applicant will benefit from attending NNN7.
- Assurances that the organization will be responsible for travel costs not covered by the travel award.
- Guarantee that the organization will take responsibility for the safety of the applicant.

NOTE:

- The Travel Award Committee reserves the right to allocate awards across several regions, NTDs and organizations to maximize diverse representation.
- Incomplete applications will not be considered.

Application Deadline

Applications will be accepted electronically until midnight GMT on **May 14, 2016**. Applications received after this time will not be considered by the Committee.

Submission Instructions

Letters from the applicant and the applicant's employer and the attached form should be submitted electronically to NNN7ta@lepra.org.uk by the application deadline, May 14, 2016.

Award Notifications

Applicants will be notified of Travel Award Committee's decisions by June 4, 2016.

Individuals receiving the Travel Award will be responsible for:

- Securing a passport that will remain valid for at least six months after the planned return travel date.
- Contacting the US Embassy or US government office in their country of residence to arrange for all necessary travel documents (e.g. visas).
- Following any additional instructions provided in the award letter.

NNN7 Travel Award Application

Title (Mr. Ms. Dr.):

First Name:

Last Name (surname):

E-mail (all correspondence will be via e-mail):

Gender:

Country:

Employer:

Employer's URL (website address):

Role/Responsibilities:

Supervisor's Name:

Supervisor's e-mail address:

Travel Award Request: _____Plane ticket _____ Accommodation award

Please indicate how your other travel expenses will be financed:

In particular if you are not successful in sourcing funding for accommodation, what plans will you put in place for your accommodation requirements during the meeting^[SN1]:

Do you currently have a passport? Y/N Your passport number and expiry date:

Checklist:

Please submit this form

together with your applicant letter

and the letter from your employer

electronically to NNN7ta@lepra.org.uk by May 14, 2016

I agree to hold Sightsavers, CBM and NNN harmless from personal injury or damage to or loss of property for any reason, other than for their direct negligence.

Signature

Date