

MICCAI Student Travel Awards

Definition and Guidelines; Last Updated: December 31, 2015

Purpose of the Award

The MICCAI Student Travel Awards scheme serves two main functions:

1. To reward the best (such as highest scoring) first author students and to subsidise their attendance to the present their work at the annual MICCAI conference.
2. To assist in building the MICCAI community by selecting early career participants from countries of lower-income countries from where fewer papers are received and the authors are typically not well funded to attend international meetings.

Award Eligibility

If a paper is accepted to the main conference and the student is a first author, then the author should be automatically considered for an award. There is no need for a separate application process.

Local candidates (from the host city or from a commutable region) should not be considered for a MICCAI Student Travel Award, because their costs are usually significantly lower than those of the international and long-distance attendees. We strongly recommend that local students should be involved as support staff and provided discount registration from the Conference budget this way.

The MICCAI society definition of a student is as follows: ***A candidate is considered to be a student if they were a student at a recognized university or degree granting institution at the time of the MICCAI paper submission deadline and the work to be presented is directly based on their research degree i.e. part of a degree thesis.*** Examples of ineligible works include: the student was on an internship with a company and the company paid for the research; or that the author was still theoretically a student but did extensions of their research degree work while funded by a new (non-student) research assistantship or fellowship at their original or another institution.

Proof of student status under the above definition will be requested and if challenged the final decision of eligibility will be decided by the Conference Chair in consultation with the MICCAI Society President.

A student selected for an award should submit a letter from their research supervisor to confirm student status. Alternatively, an email from the supervisor should be sufficient. As a practical

measure, we recommend that the Chairs use the conference's paper submission website for uploading the confirmation letters.

Adjudication

We recommend that some of the travel awards are automatically given to candidates from under-represented countries. In recent years this has amounted to up to 5 awards per meeting. For the definition of an under-represented country, the World Bank classification should be used to identify target countries that rank below "High-income economies" per <http://data.worldbank.org/about/country-classifications/country-and-lending-groups>.

The rest of the awards should be distributed by paper ranking using the review score (the same score as was used for acceptance/rejection.)

In order to distribute the awards in a fair manner, we recommend to give no more than one award to any one research group (and to factor in that ideally that there is only one per university, though it is recognised that there may be different groups in any one university which may justify multiple awards per institution).

The Final Draft of the student travel award list should be sent to the MICCAI Society Student Travel Awards Co-ordinator and Secretariat before formal notification is sent to the students..

Timing of the Process

The adjudication and notification process should be completed in time for the students to collect the supervisor's confirmation and register by the Early Bird deadline. If an awardee does not register by this deadline, the award will be withdrawn and given to the next eligible student.

It is recommended that the he Chairs should set the deadline early enough to allow sufficient time for the international students to obtain a travel visa to the host country.

Announcement

The awardees should be notified by email and requested to submit confirmation of student status and complete registration (see above).

The final list of awardees, with their institutional affiliation, should be announced on the Conference website at the time of the conference. A summary slide about the MICCAI Student Travel Awards should be presented at the Award Ceremony. (Due to the large number of awardees, names are usually not listed or read out aloud.)

Financing

The MICCAI Society will provide \$12,500 (US) for student travel awards annually. This amount is not part of the conference budget. It is expected but not mandated that this amount is equally matched by the conference budget to provide a total travel award fund of \$25,000 (US).

The organizers may additionally be able to secure funds for home (non local) or overseas students to attend the conference from other sources such as Government grants. If this is the case, and a letter of support from the Society would be helpful, this can be provided by the Society Travel Awards co-ordinator. Note that this may require considerable forward planning to secure.

It is recommended that all awards are of equal value and \$500 (US) each. That means that annually there will be 25 awards sponsored by the Society and 25 awards sponsored by the Conference i.e. 50 awards will be given each year.

Collection of the Award

Preferably, the conference chairs will set up a conference registration discount mechanism for the awardees. Alternatively, the awards sponsored by the Society can be made by MICCAI Society cheque. Either way, the conference chair should discuss the payment method with the Society secretariat well in advance of the meeting.

If a student declines an award or does not attend the conference personally, their award should go to the next student on the ranking list. (The award cannot be transferred to another co-author or student in the same research group.)

Queries

Queries should be directed to the MICCAI Society Awards Coordinator.