

PCF11 Travel Subsidy Application Form

To broaden participation to the Eleventh Pan-Commonwealth Forum on Open Learning (PCF11) in Gaborone, Botswana, the Commonwealth of Learning through the PCF11 Travel Subsidy Committee coordinates the allocation of subsidies for registration fees, accommodation, and/or airfare to enable more delegates to attend who would not be able to otherwise participate. A limited amount of funds has been allocated from within COL's budget and from Forum sponsors for this purpose.

The criteria used for selection is outlined in the table below.

All successful applicants will be required to sign an agreement which outlines the terms and conditions of the travel sponsorship, inclusive of a commitment to attend PCF11 and submit a report to COL at the end of the Forum.

Application deadline: 16 May 2025

Please send your completed form by email to: **pcf11sponsorship@col.org**

Applicants will be notified as to their success or otherwise by 15 July 2025.

CRITERIA FOR SELECTION

- Submission of a fully completed travel sponsorship application form including a compelling rationale of how attendance at PCF11 would be beneficial.
- Confirmation has been received that an abstract has been submitted and accepted (only one applicant may be considered for selection of co-authored papers).
- Priority will be given to individuals who have not received sponsorship support from COL for prior PCF events.
- Applicants must be living in and hold citizenship from a developing Commonwealth country.
- Gender and regional balance for the Forum attendance will be taken into consideration.
- All delegates receiving support are expected to bear some of the associated travel costs such as visa fees, local ground transportation and medical insurance from other sources of support.

Final approval of the travel subsidy application will be dependent on submission and acceptance of the full paper based on the approved abstract, ability to obtain a travel visa, if required, agreement to participate fully in the PCF11 programme and provide a report to COL following the event.

COL reserves the right to amend the criteria subject to the amount of funds that become available to sponsor delegates and to ensure that the programme requirements of PCF11 are resourced.

All decisions of the PCF11 Travel Subsidy Committee will be considered final.

CONTACT INFORMATION

(PLEASE TYPE)

Family Name: _____

Given Name(s): _____

Title (check box): ☐ Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Prof ☐ Other: _____

Gender: ☐ Male ☐ Female ☐ Not stated ☐ Other: _____

Email: _____

Country of residence: _____

Job Title: _____

Organisation: _____

Citizenship: _____ Age: _____

With a focus on youth at PCF11, if you qualify, please add your age.

SUBSIDY INFORMATION

Three (3) types of subsidies are available*

Please select box for the type of subsidy you require:

☐ **Registration fee**

☐ **Accommodation** (up to 5 nights)

- Please note that accommodation will be at a location as determined by the organisers.

☐ **Air Travel** (lowest fare, economy class)

*More than one box may be checked; however, full subsidy support is limited due to availability of resources.

Have you received a subsidy from COL for prior PCFs? ☐ Yes ☐ No

Title of Abstract(s) Submitted:

List Joint Authors (if any):

Rationale for support:

For the PCF11 Travel Subsidy Committee to consider your application, please provide the rationale of why you should receive one of the limited subsidies available and how your attendance at PCF11 will benefit you, your organisation, your community and/or the Forum itself (maximum 500 words). An indication of your ability to obtain co-funding from other sources will also be helpful to your application. **(PLEASE TYPE)**

☐ I understand that all successful applicants will be required to submit a report on the benefits derived from attending the forum, by 30 September 2025. Please check this box to signify that all information contained in this request is accurate to the best of your knowledge and to acknowledge the selection criteria and conditions that will apply if your application is successful.