Eligibility

- Applicants of all nationalities are encouraged to apply.
- Educators both full and part time, juniors, seniors, and graduate students enrolled in programs in lighting design, architectural engineering, interiors, theater, architecture, and related design fields are eligible.
- You must be a member of the International Association of Lighting Designers (IALD) or have your membership in process at the time of application, visit IALD.org
- You must be a registered full-time student at the time of your travel, i.e. not yet have graduated during the travel you are proposing.
- All applications must be in English.

Required Documents All Applicants

1. Resume – two (2) page maximum
2. Personal Statement 200-word maximum, include a link to your event and why you should be funded to go there.
3. Estimated budget – 1 page maximum, this must include a grand total. Please include a link to your event, cost for flights, hotel, registration, and/or seminars. Include links to demonstrate how you arrived at your estimates.
4. STUDENTS – upload a one (1) page maximum recommendation from a professor or lighting professional.
5. EDUCATORS – upload proof of teaching.

Destinations

- Applicants may apply any lighting event. Preference is given to events that have an educational and/or “hands on” component that also puts the applicant in touch with architectural lighting design professionals. Here is a partial list of potential destinations:
  - IALD Enlighten Conferences (Americas, Europe and Asia)
  - LIGHTFAIR International and Light + Build
  - Lighting Festivals: Lights in Alingsås and Luci in Riviera
  - Events about Lighting Controls
  - Events about sustainability and daylighting
  - Landscape Lighting: The International Landscape Lighting Institute

Awardee Responsibilities

- Awardees must respond to all emails within 3 business days.
- All arrangements, reservations, registration etc. are the responsibility of the awardee, no one will make any arrangements for you.
- You will carry all charges and keep all of your receipts, submit them after your event and be reimbursed a maximum of your award amount. If you go over this amount it will not be reimbursed.
- Awardees are responsible for informing their school and instructors of their absence.
- All visas are the responsibility of the awardee, begin this process now, many visas take a long time
- **Enlighten Americas:** Awardees are required to arrive by 3PM on the Thursday of the conference, departure on Sunday. Awardees are required to attend the lobby meeting on Thursday at 4PM, the student portfolio review, and the student workshop. Failure to attend all events will forfeit your reimbursement.
• **LightFair:** Awardees are required to arrive by 3PM on the first day of the trade show, this is on a Tuesday. You will meet at the IALD booth at 5PM for the student reception and attend the IALD Education Trust Benefit Dinner + IALD Awards on Wednesday night. There is no charge for the awards dinner, you will receive registration instructions.

• The dress code is business casual with optional formal attire for receptions and the awards dinner. You must be 21 years old to consume alcohol at the receptions.

• You are asked to send Jill feedback after you attend your event, so we may continue to improve your experiences.

**Frequently Asked Questions**

**When will I know if I was awarded a travel stipend?**
Awardees will be notified approximately mid-February.

**How many people apply?**
The numbers vary considerably, we fund 25-40 travel stipends annually.

**Which name should I use to apply?**
We ask that you are consistent and use the same name, it’s the only way we can find you in our records.

**Email address, which should I use?**
Use the email address you check regularly. If you don’t respond to your offer in in 1 week, it will be given to an alternate.

**Eligibility: I am in a one-year graduate program, am I eligible?**
Yes, if you will be a full-time student when your travel happens.

**Fees: Are there any?**
Yes, you have to be a member to apply, student membership costs are quite low.

**Can I apply for IALD membership after I get the award?**
No. You must have an application submitted by the deadline for your application.

**Can my recommendation be submitted privately?**
No. Please obtain your one (1) page recommendation from your professor or lighting professional and upload it in the recommendations section.

**Can I combine the student status verification and the travel stipend recommendation into one document?**
Yes, if you are using the same professor for both. They can write the first sentence verifying your current student status (check the requirements) and the rest to recommend you.

**Evaluation: How are the submissions evaluated?**
The selection committee is made up of lighting educators, practicing professionals and past recipients. They rank each of the requirements for each applicant, the budgets are verified, and we go down the ranking until we run out of money. The applications are evaluated on enthusiasm, strength, effort and creativity. Not following the directions will result in your application being rejected.

**Where can I go?**
Anywhere, please keep in mind that the selection committee wants to maximize the number of
awardees. So, if you are applying for an event far away with an expensive airfare you will need to write an excellent justification for funding this in your personal statement. The committee reserves the right to send you to a local conference instead of the one you applied for.

I want to attend seminars that are not included in the registration costs, may I? Yes, please include the seminar charges in your budget estimate.

Does the travel stipend cover food? No, some conferences have food included in their registration.

Hotel: Do I have to stay at the conference hotel? No, you can stay anywhere you want. Your travel stipend amount is based on hotel costs and you will only be reimbursed for the amount of your receipts under the stipend amount.

Reimbursement: How does that happen? After attending your event you must submit a form and your receipts for your flights, hotel, registration, etc. not exceeding the amount of your award. Contact jill@iald.org for the form, the reimbursement process takes about 30 days if everything is filled out correctly.

Room Sharing Payments: How does that work? When you check out have the hotel to split the charges equally and get a receipt. All individuals must be present to do this. Then submit that cost for your reimbursement.

Does the program cover trips to manufacturers? No, manufacturers have budgets for things like this.

How do I do I prepare the budget? By online research. The budget is an estimate, we understand it won’t be perfect, and that at times you cannot get numbers for events that are in the future. But you can look at past events and estimate, please do the best you can.

LIGHTFAIR: When and where is it? Lightfair happens in the spring, in different locations in the United States, generally east coast one year and west coast the next. Please check their website for dates. The IALD Awards Dinner is held in conjunction with LIGHTFAIR at a different venue on the Wednesday of the conference.

Enlighten Americas Portfolio Review Your portfolio doesn’t have to be perfect; it is used as a conversation starter between you and the lighting designers you will be talking to. We recommend you bring whatever you have and say it is a work in progress.

Lighting Festivals: Are they funded? Not unless it is a “hands on” event where you are learning from professionals (like Lights in Alingsås) please include why your attendance is important in your personal statement.

Group Application: Can I apply for a group to attend an event? Only if your group is 4 or more and will be driving to the event. If your group requires flying, then everyone will need to apply individually, and everyone needs to name who you will be sharing rooms in the personal statement.

Questions? Email jill@iald.org