

IBPSA Student Travel Awards application instructions

Travel to IBPSA Conferences can be an expensive business – especially for students. In order to assist as many students as possible to participate in biennial Building Simulation conferences, IBPSA grants travel awards of up to 1000 USD to students presenting peer-reviewed papers. The number of student travel awards per biennial conference is limited, and these awards are therefore highly competitive.

The selection committee bases its decisions upon the following selection criteria:

- **need for financial assistance, evidenced in a letter of recommendation** from the student’s supervisor/ advisor of studies (must be on university letterhead);
- overall quality of the paper;
- relevance of contribution to the field of and/or furthering the effective application of building simulation.

To be eligible, the student must be:

- enrolled in a graduate programme related to building simulation at the time of the conference; and
- the thesis project must be directly related to building simulation.

These instructions accompany the IBPSA Student Travel Award application form which exists as a Microsoft Word document that should be filled out by the student and then saved as a PDF document. **We request that nomination packages be submitted as two, and only two, files:**

1. A collated PDF that begins with the application form to which the student has appended a recommendation letter by his/her advisor(s) or supervisor(s).
2. The paper submitted to the Building Simulation conference. Note: if the applicant has submitted more than one paper to the conference, this can be indicated in the recommendation letter, but only one paper can be submitted with the Student Travel Award application.

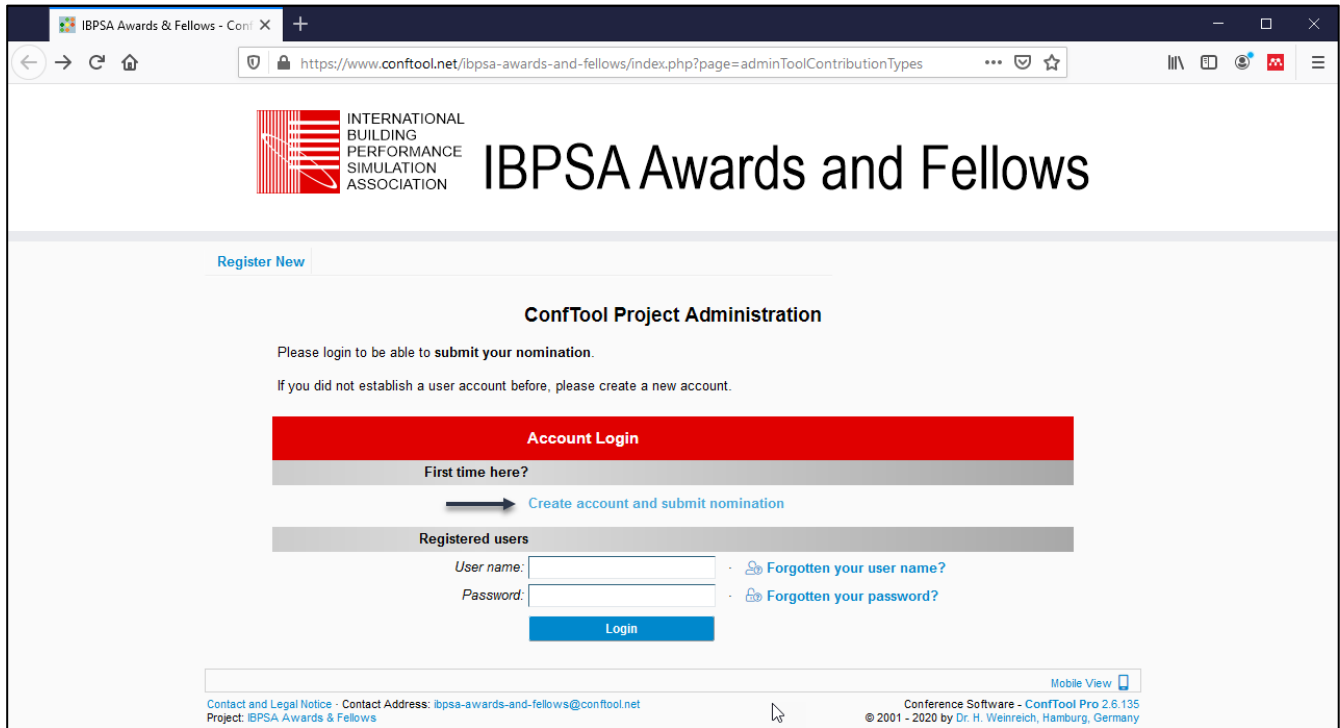
The nomination application form is intended to be self-explanatory. If this is not the case, please direct questions to Michaël Kummert (michael.kummert@polymtl.ca).

The selection committee will base its decision upon a review of the letter of support and the final manuscript. Therefore, to be eligible the student **must submit** the paper by the conference deadline.

Application packages should be submitted through the IBPSA Awards and Fellows Conftool website at: <https://www.conftool.net/ibpsa-awards-and-fellows> before the deadline published on the IBPSA website. Step-by-step instructions are provided below.

Step-by-step submission instructions

- 1) Browse to <https://www.conftool.net/ibpsa-awards-and-fellows> and click on “Create account and submit nomination”.



- 2) Fill in your personal information. Make sure to use a valid email to receive a confirmation later.

Register New

On this page you can create a new user account for the ConfTool project management system. All fields marked with an asterisk (*) must be filled in.

Personal Information

* Organization / Company	University of Somewhere
Department	Building Performance Simulation
* Title	<input checked="" type="radio"/> Ms. <input type="radio"/> Mr. <input type="radio"/> Dr. <input type="radio"/> Prof.
Full Academic Title / Professional Position	PhD Student
* First & Middle Name	Jane
* Last Name / Family Name	Student
* Address Line 1	1 Main Street
Address Line 2	
(*) Postcode / ZIP Code	123456
* City	Somewhere
(*) State / Territory / Province	Please Select (only U.S. / Can / Aus)
* Country	Canada
Phone	
Fax	
* E-Mail	jane.student@university.edu

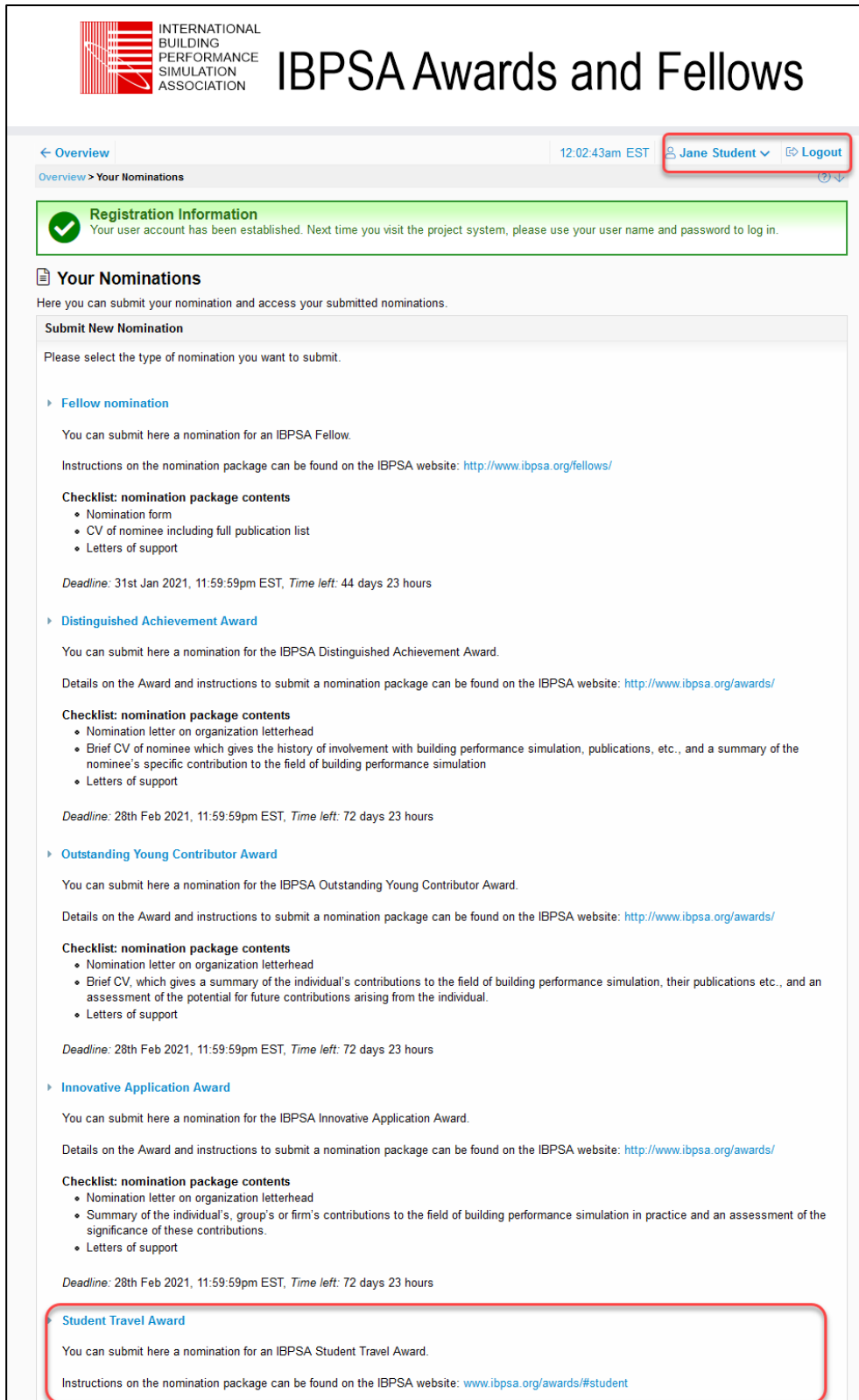
- 3) Accept the data privacy agreement, choose a username and password and click on “Save user data and begin submitting your nomination”.

The screenshot shows a web browser window with the URL <https://www.conftool.net/ibpsa-awards-and-fellows/register.php>. The page is titled "Data Privacy Agreement" and contains the following sections:

- Data Privacy Agreement:** A text block explaining the use of the ConfTool system and the storage of personal data. It includes sub-sections for "Use and Disclosure of Personal Data" and "Right to Information".
- User Comments:** A text input field for the user to provide comments.
- Account Information:** A red bar highlights this section, which contains the following fields:
 - * User Name:** A text input field with the value "janominator". Below it, a note states: "Your user name must be at least two (2) characters long. It is case sensitive."
 - * Password:** A password input field. Below it, a note states: "Passwords must have at least five (5) characters. They must include at least one letter (a-z) and one number (0-9). Passwords are case sensitive."
 - * Confirm Password:** A password input field with masked characters (dots). Below it, a note states: "Please repeat your password for verification."

At the bottom of the form, there is a blue button labeled "Save User Data and Begin Submitting Your Nomination".

- 4) After your account has been created successfully, you can start submitting a nomination. Click on the appropriate category (scroll down to “Student Travel Award”).



The screenshot shows the IBPSA Awards and Fellows application interface. At the top left is the IBPSA logo. The main heading is "IBPSA Awards and Fellows". Below the heading, there is a navigation bar with a back arrow, "Overview", the time "12:02:43am EST", the user name "Jane Student" with a dropdown arrow, and a "Logout" button. Below the navigation bar is a breadcrumb trail: "Overview > Your Nominations". A green banner with a checkmark icon and the text "Registration Information" states: "Your user account has been established. Next time you visit the project system, please use your user name and password to log in." Below this is a section titled "Your Nominations" with a sub-heading "Submit New Nomination". The text says "Please select the type of nomination you want to submit." There are four nomination categories listed, each with a brief description, instructions, a checklist of required documents, and a deadline. The "Student Travel Award" category is highlighted with a red box. The checklist for the Student Travel Award includes: "Nomination letter on organization letterhead", "Summary of the individual's, group's or firm's contributions to the field of building performance simulation in practice and an assessment of the significance of these contributions.", and "Letters of support". The deadline for this award is "28th Feb 2021, 11:59:59pm EST, Time left: 72 days 23 hours".

INTERNATIONAL
BUILDING
PERFORMANCE
SIMULATION
ASSOCIATION

IBPSA Awards and Fellows

← Overview 12:02:43am EST Jane Student Logout

Overview > Your Nominations

Registration Information
Your user account has been established. Next time you visit the project system, please use your user name and password to log in.

Your Nominations

Here you can submit your nomination and access your submitted nominations.

Submit New Nomination

Please select the type of nomination you want to submit.

- Fellow nomination**
You can submit here a nomination for an IBPSA Fellow.
Instructions on the nomination package can be found on the IBPSA website: <http://www.ibpsa.org/fellows/>
Checklist: nomination package contents
 - Nomination form
 - CV of nominee including full publication list
 - Letters of support*Deadline: 31st Jan 2021, 11:59:59pm EST, Time left: 44 days 23 hours*
- Distinguished Achievement Award**
You can submit here a nomination for the IBPSA Distinguished Achievement Award.
Details on the Award and instructions to submit a nomination package can be found on the IBPSA website: <http://www.ibpsa.org/awards/>
Checklist: nomination package contents
 - Nomination letter on organization letterhead
 - Brief CV of nominee which gives the history of involvement with building performance simulation, publications, etc., and a summary of the nominee's specific contribution to the field of building performance simulation
 - Letters of support*Deadline: 28th Feb 2021, 11:59:59pm EST, Time left: 72 days 23 hours*
- Outstanding Young Contributor Award**
You can submit here a nomination for the IBPSA Outstanding Young Contributor Award.
Details on the Award and instructions to submit a nomination package can be found on the IBPSA website: <http://www.ibpsa.org/awards/>
Checklist: nomination package contents
 - Nomination letter on organization letterhead
 - Brief CV, which gives a summary of the individual's contributions to the field of building performance simulation, their publications etc., and an assessment of the potential for future contributions arising from the individual.
 - Letters of support*Deadline: 28th Feb 2021, 11:59:59pm EST, Time left: 72 days 23 hours*
- Innovative Application Award**
You can submit here a nomination for the IBPSA Innovative Application Award.
Details on the Award and instructions to submit a nomination package can be found on the IBPSA website: <http://www.ibpsa.org/awards/>
Checklist: nomination package contents
 - Nomination letter on organization letterhead
 - Summary of the individual's, group's or firm's contributions to the field of building performance simulation in practice and an assessment of the significance of these contributions.
 - Letters of support*Deadline: 28th Feb 2021, 11:59:59pm EST, Time left: 72 days 23 hours*
- Student Travel Award**
You can submit here a nomination for an IBPSA Student Travel Award.
Instructions on the nomination package can be found on the IBPSA website: www.ibpsa.org/awards/#student

- 5) Check that the information is correct, answer the question on applying to your regional affiliate, and enter the ID of the paper that you submitted to the Building Performance Simulation conference. Click on “Proceed”.

← Nominations 1:25:36am EST Jane Student Logout

Overview > Your Nominations > Edit Nomination Details

Edit Nomination Details

Once completed, you can return to and update this abstract at any time before the abstract submission deadline (31st Mar 2021, 11:59:59pm EST).

Information on this nomination

ID	107
Submitting Author	Jane Student (User ID: 1013)
Nomination Type	Student Travel Award

Nomination Details

* Submitted by	First & Middle Name/s Jane	Last Name Student	E-Mail mjfort@protonmail.com
* Organization	University of Somewhere, Canada		
* Title	Student Travel Award, Jane Student		
* Please Select	Do you intend to also apply for a travel award from your IBPSA regional affiliate? (You are welcome to do so, but the awarded amount may be revised if both travel awards are granted)		
	<input checked="" type="radio"/> Yes <input type="radio"/> No		
* Paper ID	123456		

Enter the ID of the paper submitted to the Building Simulation conference. Note: if you co-authored more than one paper, your advisor can indicate this in his/her letter, but you can only submit one paper below and list one paper ID here.

Remarks on This Nomination

Remark / Message to the Chairs of the Selection Board

Proceed ==>

- 6) In the next window, scroll down to see the part where you can upload the 2 required PDF files. Click on “Choose a file” to select the application (form + recommendation letter) and the paper submitted to the Building Simulation conference. Note: if you submitted more than one paper, you can indicate so in your recommendation letter but you will only be able to submit one to be assessed for your Student Travel Award application.

Upload file(s) to server

Deadline for file uploads: 31st Mar 2021, 11:59:59pm EST

Time left: 103 days 22 hours

Nomination Type: Student Travel Award

Details

You can submit here a nomination for an IBPSA Student Travel Award.

Instructions on the nomination package can be found on the IBPSA website: www.ibpsa.org/awards/#student

Checklist: application package contents

- Application form and letter of recommendation by supervisor(s) / advisor(s)
- Paper submitted to the Building Simulation conference

The maximum file size allowed is 50 megabytes.

This limit refers to the sum of all files uploaded at one time. You may also upload file by file if your single files are big.

1st file: pdf

Please note: Upload here the nomination package, as one single file (application form + recommendation letter)

File Types: The following file extensions are allowed: pdf

Select filename: Choose a file... No file selected

No upload yet.

2nd file: pdf

Please note: Upload here the paper submitted to the Building Simulation conference

File Types: The following file extensions are allowed: pdf

Second filename: Choose a file... No file selected

No upload yet.

Upload File(s) and Complete Submission

7) Once the files have been selected, upload them by clicking on “Upload files and complete submission”.

Upload file(s) to server	
Deadline for file uploads	31st Mar 2021, 11:59:59pm EST
Time left	103 days 22 hours
Nomination Type	Student Travel Award
Details	<p>You can submit here a nomination for an IBPSA Student Travel Award.</p> <p>Instructions on the nomination package can be found on the IBPSA website: www.ibpsa.org/awards/#student</p> <p>Checklist: application package contents</p> <ul style="list-style-type: none"> Application form and letter of recommendation by supervisor(s) / advisor(s) Paper submitted to the Building Simulation conference <p>The maximum file size allowed is 50 megabytes.</p> <p>This limit refers to the sum of all files uploaded at one time. You may also upload file by file if your single files are big.</p>
1st file: pdf	
Please note	Upload here the nomination package, as one single file (application form + recommendation letter)
File Types	The following file extensions are allowed: pdf
Select filename	Choose a file... Jane Student STA application and reference letter.pdf
	No upload yet.
2nd file: pdf	
Please note	Upload here the paper submitted to the Building Simulation conference
File Types	The following file extensions are allowed: pdf
Second filename	Choose a file... Jane Student paper ID 123456.pdf
	No upload yet.
Upload File(s) and Complete Submission	

8) The last window confirms that your submission has been received. You will also receive an email confirmation. You can review your nominations and update any information until the deadline by logging into your Conftool account and selecting “Your nominations”.

INTERNATIONAL BUILDING PERFORMANCE SIMULATION ASSOCIATION		IBPSA Awards and Fellows	
← Overview	12:21:51am EST	Jane Student	Logout
Overview > Your Nominations			
<div style="border: 1px solid green; padding: 5px;"> Create new nomination You have submitted your nomination. We wish you success for the review process! </div>			
Your Nominations Here you can submit your nomination and access your submitted nominations.			
You have already submitted one or more nominations, which you see listed here			
107	Nomination Type: Student Travel Award Student Travel Award, Jane Student ✓ Student, Jane Organization: University of Somewhere, Canada	Nomination Details Edit Nomination Details Upload Files Cancel Nomination	
	1st file: Jane Student STA application and reference letter.pdf (18th Dec 2020, 12:21:33am EST) 2nd file: Jane Student paper ID 123456.pdf (18th Dec 2020, 12:21:33am EST)		