

APPCAIR Travel Support Policy

1. Context

As APPCAIR increases in size and diversity, it is important to have some guidelines on how a portion of the corpus can be spent (or not spent). The leadership of APPCAIR formalizes a policy for top-up support to facilitate participation in Tier I conferences to encourage submissions and provide support in case of paper acceptances to the main tracks. There is a scrutiny committee who will review and approve a travel top-up application. Applicants are APPCAIR affiliate faculty with certain exceptions made to Non- APPCAIR affiliate faculty with paper acceptance in CORE A* Conferences in AI (Main Track ONLY).

The proposal described below is valid for the period starting August 2025 until 31 March 2027 and can be subject to a periodic review after.

2. Scrutiny Committee

The committee overseeing the travel fund usage comprises the Associate Head of the APPCAIR (for the relevant campus), Dean-R&I and the Head of APPCAIR as permanent members. This travel support policy applies to all APPCAIR faculty in the Indian Campuses and faculty in the DUBAI campus who holds a joint appointment in any of the INDIAN campuses of BITS Pilani. HOD-CSIS will be a part of the committee by default. The responsibilities of the committee are:

- 1. Review each application** for presenting a paper in a conference to decide the extent of support to be provided based on the corpus available, the publication venue, and the nature of publication. The decision will be based on the policy defined in Section III. The committee will attempt to make a fair distribution among the applicants, should the need arise. *(By the committee sans Head-APPCAIR)*
- 2. Final approval** *(By Head-APPCAIR)*
- 3. Publish the balance sheet** once a year to the affiliate faculty members. *(By Head-APPCAIR)*

3. III. Research Support (*Max 5% of APPCAIR Corpus*)

The travel corpus will be used to support conference registration and travel, subject to the availability of funds. The scrutiny committee will perform the selection by following the broad guideline below.

The support is primarily for accepted papers and the support will be in the form of a “**Top-up**” subject to conditions mentioned in Table 1. The top-up can be used for registration, travel, and accommodation.

There will be top-up support for the following two categories (AI Conferences only):

[TOP] Top Tier:

- Conference venues (*Main Track Only*) in ****{CSRankings UNION CORE-A* AI conferences}****.

[OTH] Category:

Decided by the campus-level scrutiny committee based on the merit of the paper and the venue.

1. **OTH-1:** CORE A main track paper
2. **OTH-2:** CORE A* parallel track (*workshop, symposium, industry tracks NOT considered*)

If a conference paper is selected for funding through the travel corpus, the funding given to a faculty can be used for

- Registration
- Travel (typically the registered author, or a co-author from BITS Pilani Campuses only)

The top-up matrix and the selection guideline for conferences is shown in Table 1 .

Category	Eligibility	Frequency	Criteria	Max Funding
[TOP]	1. All APPCAIR faculty members 2. Full-time Students* - AT LEAST one author is a APPCAIR faculty 3. Faculty	Once in an Academic Year (August 1-July 31)	Criteria defined in TOP.Conf	1.5 Lakhs INR; EVEN if PDA/PDF is NOT exhausted

	from any Department of BITS Pilani			
[OTH]-1	1. Preferably Assistant Professors 2. Full-time Students - AT LEAST one author is an APPCAIR faculty member	Same as for OTH-1	Criteria defined in OTH-1	80000 INR; EVEN if PDA is NOT exhausted
[OTH]-2	Same as for OTH-1	Same as for OTH-1	Criteria defined in OTH-2	60000 INR; EVEN if PDA is exhausted
Encouragement	Assistant Professors, Visiting Full-time faculty and Ph.D. Students ONLY	Based on the event. One travel per conference without any paper.	A*/A conferences	25000 INR

*Full-time students refers to all students enrolled in undergraduate, masters and full-time PhD students

4. IV. Conference Debriefing

Whenever a faculty is supported by the travel fund, he/she should give a presentation after attending the conference, covering:

1. Conference focus and importance
2. Key themes and trends
3. Submission statistics and acceptance rates
4. Workshop themes and new advancements
5. Keynote talks and lessons learned
6. Personal research presented and its reception (*max 15 min*)
7. One paper they found interesting (*10 min*)
8. Possible collaborations

The policy is subject to revaluation once per year by the scrutiny committee. Award is subject to the availability of funds and chronological order of requests.