



SUPADEL

Support a Delegate

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A guide to setting up the Supadel sponsorship model at your conference:

One of the great things about Supadel is that you can easily copy it and so promote attendance of low- and middle-income country delegates to your conference



Supadel standard operational guideline

In essence Supadel is a peer-to-peer conference sponsorship programme that aims to provide delegates from low- and middle-income settings the opportunity to attend high quality conferences and share in the education and networking opportunities that go with such conferences. It also provides them the opportunity to share their experiences.

Applications

Delegates apply competitively. The application process is fairly time-consuming, but this is intentional as it helps with early triage of appropriate applicants. Sponsorship traditionally covers only registration and accommodation. It does not cover travel or flights. On rare occasion Supadel will also cover workshops and ground transport, but this tends to require a case-by-case agreement from the local organizing committee of a specific conference. This process acknowledges that the delegate also share a responsibility in attendance. Delegates often use sponsorship to secure further sponsorship for airfare. The result is that the delegates that attend are motivated and keen to learn as they have worked hard to get there. Given concerns with transparency and trust within low- and middle-income countries, as well as our experiences during the early days of Supadel we don't consider full sponsorships any longer.

Donation alongside registration

We strongly recommend including an opportunity to donate during online registration. Many international delegates would pay using their credit cards. As fees are charged for using credit cards (especially international transactions) many are reluctant to do two transactions where one would have sufficed. We recommend providing predefined options for donations of 20, 50 or 100 in the preferred major currency. If your web design allows for it, you can also provide an open field for delegates to enter their own amount.



Sponsorship applications

An online application process is preferred. Basic demographics are required as required for registration. We only accept applications from lower-middle or lower-income countries. The World Bank list is used for this purpose. In some instances this is limited to regional applications. For example, with the International Conference in Emergency Medicine held in Cape Town, applications was accepted from all world regions, however, for the African Conference in Emergency Medicine only applications from the African region was accepted. The following list of documents are required the verification and selection process.

1. Detailed CV
2. Personal motivation letter
3. One reference from place of work
4. A further two written references from senior colleagues
5. Copy of biopage of passport
6. Proof of residence not older than three months (utility bill with address, etc.)

Passport and proof of residence is used to confirm resident status of applicants. We accept motivated applications from applicants resident in upper-middle or higher-income countries as long as the applicant can prove that their earnings are solely derived from a lower-middle or lower-income country. This nearly always applies to supernumerary trainees and very rarely to non-trainees.

The personal motivation letter is the most important document in the decision making process. We recognise that the vast majority of applicants would use English as a second or even third language. Therefor, if the letter is poorly written, we would recommend giving an applicant the opportunity to improve on the content



Triage and screening

Applications are triaged for resident status based on the information contained in the registration information, CV, passport biopage and proof of residence. Applicants that provided insufficient information are given a second chance to improve their application. Duplicate reference letters are not accepted.

Applications are then screened by the local organizing committee Supadel members. We recommend a minimum of two members screening all applications and comparing outcomes. Where the outcomes differ a consensus decision should be sought. Where this is not forthcoming the chair of the local organizing committee should be consulted.

Approvals are made in real-time and are entered into the funding process on a first-come-first-served basis. Approval is provided in stages:

- 1. Stage 1:** Approval, no funding. The applicant is informed that approval is provisional, pending sufficient donations
- 2. Stage 2:** Approval with funding. The applicant is informed that the application has been fully approved and that travel information (an airline e-ticket or confirmation of a booked flight by a travel agent) is required in order to secure a room and complete the sponsorship. A deadline should be given for providing this – usually two-weeks will suffice as most business visas take five working days to process. Missing the deadline should result in sponsorship passing to the next stage 1 applicant in line. The applicant may require a formal invitation for the visa application.
- 3. Stage 3:** Approval with funding and travel confirmed. The hotel room is only allocated after travel details have been confirmed.



Supadel funding sources

Finding funding can be tricky. Through the years we have identified a number of sources that we would strongly recommend.

1. Conference commitment: the conference should aim to provide an advance of 0.5% of the projected conference income (not profit) to Supadel. This is an important project starter as donations from delegates tend to follow registration patterns – very little early on, with the vast majority in the weeks leading up to the conference. Sponsored delegates however would prefer early approval of applications in order to procure cheaper airfares.
2. Conference delegate sponsorship has been described already
3. Speaker waiver of costs in lieu of Supadel: speakers eligible for waiver of registration or accommodation are asked to donate these to Supadel instead, and pay for themselves using their normal funding streams. Similarly speakers are asked whether they would like to receive a speaker's gift or in stead have the value thereof donated to Supadel.
4. Supadels are placed in shared accommodation, usually twin rooms in a mid-range hotel near the conference venue. Hotels will often allocate free rooms for a specified number of rooms taken by a conference. This can be negotiated early on with the various conference hotels. Free rooms can then be used for Supadel placements.
5. Sponsorship workshops: income from "one of the preconference workshops" can be promoted as to be donated towards Supadel. Technically the donation is included in the registration. The workshop cost is calculated across all workshops (or the conference) to incorporate the donation alongside other costs.



Getting involved

How to support delegates at an AFEM conference:

Supadel accepts donations year-round for upcoming AFEM conferences. Here are three easy ways to contribute:

1. While registering for your own conference attendance, simply add a donation to the value of your registration cost.
2. Crowdrise: For US/ international donors. Donate any amount to Supadel, or choose to sponsor a specific delegate. Donations are 501(c)(3) tax-exempt through our partner organization, the American Friends of AFEM.

Donate through Crowdrise: <https://www.crowdrise.com/supadel>

3. Givengain: Online donating for UK and other international donors.

Donate through GivenGain: <http://www.givengain.com/cause/2976/>

A few more super-duper Supadel ideas

1. Copy the Supadel model to increase low- and middle-income delegates to your own conference. Contact us at services@afem.info to find out how
2. Fundraise for Supadel at your conference by accessing our Crowdrise or GivenGain site and setting up a fundraiser (Crowdrise) or activist account (GivenGain). Name your fundraiser after, say your conference, to make it easier for your delegates to recognise. Then simply download the widget and stick it on your conference site. Contact us at services@afem.info if you need a hand.
3. Set up a direct debit and give regular sponsorship.

Supadel online:

More information: www.afem.africa

Supadel is an initiative of the African Federation for Emergency Medicine (AFEM)

Contact us: services@afem.info