

Dear WVSS First-Time Attendee,

We are pleased to offer a First-Time Attendee scholarship opportunity to welcome those beginning their involvement and who have not previously attended a West Virginia Sleep Society annual retreat. The award provides:

- meeting registration
- 1-year membership
- \$100 to be used at discretion of the recipient (e.g. to mitigate the costs of travel, lodging, or other activities at the conference)

The Board will award up to three First-Time Attendee scholarships.

The scholarship program was begun in 2014 and is part of WVSS's effort to promote sleep education and encourage conference attendance. The Board hopes to receive a strong response to this award opportunity. All those meeting eligibility criteria (see below) for the scholarship are encouraged to apply. The Board will accept applications until one calendar month prior to the annual meeting and will notify awardees no later than three weeks before the meeting. Scholarship awardees will be recognized at the Membership Meeting during the conference.

Eligibility Criteria

- Applicants must be currently employed or studying sleep or sleep medicine at an accredited institution.
- Invited speakers and vendors are not eligible for the award.
- The award is non-transferable.
- Awardees must be present at and attend the entire conference to receive their \$100 award.

Applications and recommendation letters should be *emailed* to scholarship chair Margeaux Schade

(mmgray@mix.wvu.edu). Only full, complete applications will be considered. You are encouraged to email and confirm receipt of your application well in advance of the deadline.

Please include the following materials in your application:

- Resume or CV with specific information showing that you fulfill the employment/enrollment requirement.
- A personal statement (no more than 1 page). In this statement, please verify that this will be your first time to attend the WVSS conference and explain: why you are interested in attending the meeting (e.g. what career or academic benefits you will receive from attending), your personal goals for the meeting and your future career plans. Disclose the source of any other funding that you will receive for attending the conference in your personal statement.
- Contact information for one Reference (name, credential, association with the applicant, phone, and email) who can confirm your employment or enrollment.
- A brief (no more than 1 page) letter of recommendation email from your employer/instructor to the scholarship chair with your name in the subject line.

Alternatively, applications and recommendations may be mailed to the Scholarship Chair (mailing address below).

Applicants are encouraged to contact the Scholarship Committee chair with questions about eligibility criteria or with suggestions for the Scholarship Program:

Margeaux Schade, MS, RPSGT

Chair, WVSS Scholarship Committee

Graduate Research Assistant, West Virginia University

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