Office of Student Affairs & Education
Student Conference Policy
Valid for conferences from January 1, 2014 to December 31, 2014

Introduction

Although the School of Medicine cannot fund every request for travel, we also realize they can be quite expensive. The policy outlined below was written to assist students and student organizations in planning and budgeting for some of the expenses associated with conference travel. **PLEASE NOTE:** The Office of Student Affairs may use its discretion in accepting or rejecting any conference proposal based on time period, location, conference type (i.e. national, regional, CME) or any other factor that the Office deems fit as being an acceptable or unacceptable submission for conference funding. All decisions made by the Office of Student Affairs are final.

Important Points

1. The Office of Student Affairs conference process is for funding subsidy only. Approval **DOES NOT** in any way imply Deans Office approval to miss classes or other academic obligations.

2. Academic obligations are a priority, while conference travel is an extracurricular activity. Students must ensure that they meet all academic obligations during conference dates. Students must schedule travel to conferences around their obligations (i.e. if there is a required small-group conference or lab on Friday morning, students must make airline reservations for a time after the lab or conference time). Faculty members **WILL NOT** make special accommodations for conference travel.

3. Students in Academic difficulty may be restricted from traveling to conferences.

4. Student organizations/clubs may apply for **ONE** conference per budget period (January 1, 2014-December 31, 2014)

5. Each student may attend a maximum of **TWO** conferences per budget period (January 1st 2014 – December 31, 2014). **ONLY ONE OF THESE CAN BE A CLUB CONFERENCE.** For example, you may attend two academic conferences, or one academic and one club conference.

6. Graduating students are not eligible for academic or club conference funding after their date of graduation. **NO EXCEPTIONS WILL BE MADE.**

7. Clubs that request funding must publicize the conference to the entire student body to solicit attendees for the conference. The club then must select conference attendees based on a fair process to be determined by the organization leadership. **Examples of acceptable processes include selecting attendees based on student’s contribution to the club, a statement of interest, or by a lottery system.**

8. Students applying for an academic conference must attach a letter or email of acceptance from the conference inviting them to present their academic research. Students must also attach a copy of the abstract they submitted.
9. MD/PhD students who are in their PhD portion of their program are not eligible for funding through the Student Affairs Office.

10. Funding is only provided for conferences and travel within the United States.

**Step 1: Determine Conference Costs**

- Don’t forget to include any taxes that may be charged (such as on hotel rooms) in your budget.

**Appropriate itemized expenses allowable per person are as follows:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Airfare/train/bus</td>
<td>Lowest fare only (no baggage or cancellation fees).</td>
</tr>
<tr>
<td>b. Hotel</td>
<td>Lowest fare only; Hotel per person cost cannot exceed $250/day</td>
</tr>
<tr>
<td>c. Registration fees</td>
<td>Main conference registration fee only</td>
</tr>
</tbody>
</table>

**Eligible travel expenses do NOT include the following:**

- a. Food expenses
- b. Hotel expenses above $250 per day per person
- c. General transportation in and around the conference site
- d. Miscellaneous hotel expenses
- e. Phone calls and Internet use
- f. Personal auto expenses
- g. Gas and tolls
- h. Alcoholic beverages
- i. Membership fees to join conference organizations
- j. Registration fees for special events held during the conference, including dinner events
- k. Car rentals
- l. Printing costs for posters or presentation materials
- m. Cab/taxi fare
- n. Transportation to/from the airport

**Step 2: Complete and Submit “Conference Proposal Request”**

- **Conference Budget Request** must be submitted, which can be obtained in the OrgSync system under “Student Central”.

  **UNDER NO CIRCUMSTANCES SHOULD RESERVATIONS OR COMMITMENTS BE MADE PRIOR TO OBTAINING WRITTEN APPROVAL FROM THE OFFICE OF STUDENT AFFAIRS FOR ALL ATTENDEES.**

- Conference proposal forms must be submitted to the Office of Student Affairs **no less than 30 days** prior to the date of the conference in order to ensure adequate approval time and reduced airfare/registration costs.

- A designated club officer or student organizer (for club conferences) should submit club proposals. This person should also coordinate to ensure each member fills out their conference agreement form prior to the conference and their reimbursement request afterwards.

- Below is a table showing the various types of conferences with a brief description of each and the number of students and dollar amounts allowed. Student organizations/clubs may apply for **ONE** conference per budget period (January 1st 2014 – December 31, 2014) with up to four
student representatives per conference. Each student may attend a maximum of TWO conferences per budget period (January 1st 2014 – December 31, 2014). ONLY ONE OF THESE CAN BE A CLUB CONFERENCE. For example, you may attend two academic conferences, or one academic and one club conference.

<table>
<thead>
<tr>
<th>CONFERENCE TYPE</th>
<th>DESCRIPTION</th>
<th>CONDITION 1: MAX. ATTENDEES ALLOWED</th>
<th>CONDITION 2: MAX. DOLLAR AMOUNT/PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Requests:</td>
<td>Conferences offered within the 50 states and Puerto Rico only.</td>
<td>4</td>
<td>$500</td>
</tr>
<tr>
<td>Regional/National</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Requests:</td>
<td>Conferences that a student is attending for academic reasons (i.e. presenting a paper or poster on their NYU academic research). <strong>Multiple presenters for the same conference must submit requests separately.</strong></td>
<td>1</td>
<td>$700</td>
</tr>
<tr>
<td>Individual</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 3: Proposal Review & Planning Process**

- Once the proposal is submitted, the Office of Student Affairs will review it. You will be notified regarding any amendments that need to be made to your proposal or of its approval through OrgSync.

- Once all attendees have been approved and confirmed via written correspondence from the Office of Student Affairs, travel arrangements can be made. **DO NOT make travel arrangements until written consent from the Office of Student Affairs has been received.**

- The **Student Conference Agreement Forms** must be submitted to the Office of Student Affairs at least two weeks prior to departure for the conference. This form will be submitted through the OrgSync website under "Student Affairs / Forms”

**Step 4: Reimbursement Process**

- Once the Office of Student Affairs has approved your proposal, the students attending the conference should make arrangements to pay their expenses.

> IT IS STRONGLY ADVISED THAT WRITTEN CONFIRMATION FROM ATTENDEES BE OBTAINED BEFORE PURCHASING REGISTRATIONS OR AIRLINE TICKETS. STUDENTS WHO WITHDRAW AFTER PAYMENTS HAVE BEEN CONFIRMED WILL BE HELD RESPONSIBLE FOR THE EXPENSE AND WILL NOT BE REIMBURSED.

- Within 14 days of returning each attendee must complete a, “Payment Request” and **ALL RECEIPTS MUST** be uploaded into OrgSync. Instructions are located under For club conferences, reimbursements will not be processed until each member has submitted their request.
All receipts must be uploaded into OrgSync, including boarding passes and must show the participant’s name and the amount paid. Expenses for which receipts are not provided will not be reimbursed.

- **Reflective Component:** Before your reimbursement will be processed, you must write a one paragraph reflection that discusses how the conference you attended added to your professional growth as a medical student. There will be a section in the reimbursement form where you will be asked to submit the answer to this question.

- Accounts Payable takes 6–8 weeks for processing reimbursement checks. Your check will be mailed to the address you provided on the OrgSync budget request.

- Travel Advances—Unfortunately, travel advances are not an option for student conferences. As a result, it is recommended that each individual attendee make his or her own arrangements for travel in order to reduce any financial burden on a single student.