Student Conference Policy
VALID FOR CONFERENCES FROM JANUARY 1, 2020 TO DECEMBER 31, 2020

Introduction
Although the Grossman School of Medicine cannot fund every request for conference 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.

Academic Obligations

1. The Office of Student Affairs conference process is for funding subsidy only. Approval DOES NOT 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. See the Attendance Policy for Medical Students for further information regarding specific criteria and procedures to request an excused absence from required academic activities.

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

Conference Types

4. Each student may attend a maximum of TWO conferences per budget period (January 1st 2020 – December 31, 2020). ONLY ONE OF THESE CAN BE A CLUB CONFERENCE. For example, you may attend two academic conferences, or one academic and one club conference.

Club Conferences

5. Student organizations/clubs may apply for ONE conference per budget period (January 1, 2020-December 31, 2020). Up to four students can receive funding per conference.
6. 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.*

7. Each student will receive $500 for a club conference reimbursement, regardless of the expenses incurred by the group. Students are responsible for arranging their own payment agreements to other members of the group. (Ex: If one student covers the entirety of a hotel charge, each student will receive up to $500 and will be responsible for reimbursing the student who paid for the hotel charge).

8. In the event a member of the group cannot attend the conference, they may be replaced by another student at least 7 days before the conference takes place. If a student can no longer attend the conference within 7 days of the conference, the group is responsible for the expenses that may be incurred (hotel charges, travel plans, etc). Members of the group will not be reimbursed for the student who did not attend the conference.

**Academic Conferences**

9. 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 with the authors listed. **You must be the first author in order to be considered for conference funding.** Funding will not be provided if presenting along with faculty or a research supervisor who is listed as the first author and is attending the conference. An exception will be considered if a letter is provided indicating the first author is unable to attend the conference, requesting a student present in their place.

**Conference Representatives, Ambassadors, & Representing NYU Grossman School of Medicine**

10. Students may apply to attend a conference as a student representative or ambassador for a national or regional organization. It is strongly advised that students notify the Office of Student Affairs (rebecca.novick@nyulangone.org) before applying to be a student representative or ambassador for a conference. The Office of Student Affairs reserves the right to deny the request in the event it interferes with essential coursework. If accepted, students must show proof of acceptance by the conference committee or organization and provide a reflective piece that showcases the responsibilities held during the conference along with what was learned through the experience.

**Restrictions**

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

12. MD/PhD students who are presenting research related to the PhD portion of their training are not eligible for funding through the Office of Student Affairs.
13. Students may not receive funding to attend a conference solely to seek grant opportunities (i.e. present research in the hope of being awarded a grant). If a department requests a student to attend a conference for this reason, the student should ask the department for a travel subsidy.

**International Conferences**

14. In general, funding is only provided for conferences within the United States. Funding for conferences and travel outside of the United States will be considered on a case by case basis and only if the conference is a national or international conference of a well-established organization. Such requests need to be submitted in writing at least 90 days before travel. If approved you will be contacted by Student Affairs to complete the following tasks at least 30 days before you leave:

   a. Sign up for International Health Insurance for the period you are out of the country (approximately $10.60/week – NYU has a group discount) OR provide proof that your current health insurance plan will provide coverage while you are in Canada
   b. Sign up for NYU Traveler through Washington Square
   c. Sign up for STEP (Smart Traveler Enrollment Program) though the US embassy
   d. You will send all the confirmation e-mails to our office (send to the Global Health Initiatives Program Coordinator) that show you have done the first three items. You will also work with the GHI Coordinator to:
      i. Turn in a copy of your passport
      ii. Fill out a Foreign Travel Release Form

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

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

1. Food expenses
2. Hotel/AirBnB expenses above $250 per day per person
3. General transportation in and around the conference site (not including to and from the airport to the conference site).
4. Miscellaneous hotel expenses
5. Phone calls and Internet use
6. Personal auto expenses
7. Gas and tolls
8. Alcoholic beverages
9. Membership fees to join conference organizations
10. Registration fees for special events held during the conference, including dinner events
11. Car rentals
12. Printing costs for posters or presentation materials (ask the department in which you have been completing research)
13. Taxis, Ubers, Lyfts fare exceeding $50

Step 2: Complete and Submit “Conference Proposal Request”

- **Conference Budget Request** must be submitted, which can be obtained in Engage under Student Central > more > treasury. Once your request is submitted, if additional information is needed you will receive a comment to your budget request. Therefore, you should check back regularly or ensure your Engage notifications are turned on. **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 21 days** prior to the date of the conference in order to ensure adequate approval time and reduced airfare/registration costs.

- All requests will be reviewed and processed within 7 business days of submission.

- 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.

<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><strong>Club Requests:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional/National Group of 4</td>
<td>Conferences offered within the 50 states and Puerto Rico only.</td>
<td>4</td>
<td>$500</td>
</tr>
<tr>
<td>Conference Type</td>
<td>Description</td>
<td>Condition 1: Max. Attendees Allowed</td>
<td>Condition 2: Max. Dollar Amount/Person</td>
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<tr>
<td><strong>Academic Requests:</strong> Individual</td>
<td>Conferences that a student is attending for academic reasons (i.e. presenting a paper or poster on their NYU academic research). Multiple presenters for the same conference must submit requests separately.</td>
<td>1</td>
<td>$700</td>
</tr>
<tr>
<td>Conference Representative/Ambassador</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>International Health Program Requests:</strong> Individual</td>
<td>Conferences through IHP are considered ‘Academic Conferences’ and are attended for academic reasons. Students must present their research from their IHP experience. Multiple presenters for the same conference must submit requests separately.</td>
<td>1</td>
<td>$700</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 Engage.

- 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. Written correspondence may be in the form of email or Engage comment on the original request. (Please turn your Engage notifications on).

- **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 Engage website under “Student Central > 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 Engage. Instructions are located under Student Central > Files > Conference Funding Requests. **All receipts must be uploaded into Engage, 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 Engage budget request after you receive a notification your payment request has been approved.

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

**Extraordinary Circumstances**

• If there are extraordinary circumstances that prevent you from abiding by this policy, you are encouraged to meet with the Associate Dean of Student Affairs.

Thank you for following the Student Conference Policy. Please contact Rebecca Novick with any questions: Rebecca.Novick@nyulangone.org or 212-263-3930.