

Conference Attendance Procedure

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Accessibility level	A	Effective date	1/17/2021

1. Purpose

The University seeks to enhance the research activities of faculty members. This is accomplished through allowing faculty members to attend scientific conferences, seminars, and workshops, which will enrich the scientific knowledge and technical experience of faculty members.

2. Definitions

The definitions herein appear in this document and/or in the related documents

- 2.1. Conference: A meeting of scientists and researchers from various countries for consultation or exchange of information or discussion where scientists present their research results in their specific discipline. The event is organized by an academic or research institute.
- 2.2. Seminar: A formal academic meeting where scientists and experts discuss various topics in their respective discipline.
- 2.3. Workshop: A meeting of several persons for intensive discussion or a meeting that demonstrate methods of practical application of skills and training.

3. Procedure

- 3.1. Applicant for participation in conference, seminar, or workshop should fill the requested form and submit it at least one month prior to the event.
- 3.2. The accepted conference paper should be presented to the department and the Dean of the concerned college, along with acceptance letter, updated CV, and application form.
- 3.3. Applicants should not commence making appropriate travel arrangements before approval of the request.
- 3.4. After attending the event, a faculty member should submit a detailed scientific report to the department. A faculty member will not be permitted to participate in a future conference, seminar, or workshop if this requirement is not fulfilled.
- 3.5. After submitting the report, applicant can fill reimbursement form for financial reimbursement of expenses, attaching necessary bills.

4. Related Documents

- 4.1. Conference Reimbursement Request Form-SR-100-F1
- 4.2. Conference Attendance Form-SR-100-F2