

CONFERENCES and SEMINARS - REQUEST TO ATTEND

NOTE:

Also refer to

- *Air Travel Approval Requirements*
- *Travel on Official Business*

The following requirements apply when approval is being sought to attend a conference, training seminar or workshop:

- 1 An *Approval to Attend* form should be completed [attached], showing full details such as:
 - the conference title, date, duration and location;
 - relevance to Authority operations;
 - credentials to represent the Authority [see Item 6];
 - all previous conferences attended as Authority representative; and
 - summary of costs, including air travel, accommodation, registration and funding sought from the Authority.

Attach to the *Approval to Attend* form:

- Leave application form
 - Itinerary
 - Air Travel Proposal form [if applicable]
- 2 Requests by college board members and staff need to be submitted to their Board of Management for consideration in the first instance.
 - 3 If air travel is involved and the Board of Management supports an application and is prepared to grant leave to attend, then the endorsed application should be forwarded for the Authority's consideration. College Boards may not separately approve and fund attendance at conferences involving air travel.

If the application is endorsed by the Authority, air travel approval will be sought from the Minister for Education and Premier as applicable.

- 4 The Authority will give consideration to meeting registration costs, approved air travel costs and accommodation costs as per Public Sector allowances.
- 5 In view of the procedures involved, **applicants should allow sufficient time to obtain the necessary approvals before the payment of any monies, including deposits**

- 6 Credentials to represent the Authority at conferences include:
- being elected to represent a college;
 - being elected to represent colleagues across colleges;
 - being invited to a conference to deliver a paper or as a keynote speaker;
 - having a particular point of view or ideas which are important to the Authority at the time; and
 - proposals for the dissemination of feedback to Authority personnel on return.

Attached:

- *Approval to Attend Form*

COUNTRY RESIDENTIAL COLLEGES

**APPROVAL TO ATTEND
Conference, Seminar, Workshop, etc**

NAME: _____

POSITION: _____ COLLEGE: _____

CONFERENCE TITLE: _____

DATE AND DURATION: _____

LOCATION: _____

RELEVANCE to Authority/College operations: _____

CREDENTIALS to represent the Authority: _____ * to represent the Authority [* see Note 6]: _____

PREVIOUS CONFERENCES attended as Authority Representative: _____

Car Hire Required: YES / NO Accommodation Required: YES / NO

If Yes, please give details:

Summary of Costs:	Accommodation	\$	_____	Travel	\$	_____
	Registration	\$	_____	Other	\$	_____
	Personal Contribution	\$	_____	TOTAL	\$	_____

Additional Comments:

RECOMMENDED FOR APPROVAL

BOARD CHAIRPERSON

AUTHORITY CHAIRPERSON

Date: _____

Date: _____

OFFICE USE ONLY

Air Travel proposal completed: YES / NO /N/A

Minister's Approval required

Leave Form completed: YES / NO /N/A

Premier's Approval required