



Name: **CBU Conference Support**

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Conference Support

Introduction

The purpose of this document is to lay out the terms of reference for conferences hosted at CBU. CBU recognizes that academic conferences are an effect manner of disseminating the results of research and important part of academic life. As such, faculty are encouraged to host academic conferences at CBU and this document is indented to serve as a tool to help facilitate. The type and amount of support, including financial, offered by CBU will depend on the expected number of delegates and whether the conference is regional, national or international. Every conference is different and will be considered on its own merits (prestige, number of delegates, budget demands, etc.)

Prior to Agreeing to Host

Before agreeing to host a conference a faculty member must:

- 1) Contact Conference Services to determine availability of facilities at CBU such as Lecture and Seminar rooms, food services, residence rooms, etc.
- 2) Consult with his/her department chair and school dean to determine what financial support would be available from CBU.
- 3) Fill in and submit [Request to Host a Conference Form](#) to apply for the support grant.

After Agreeing to Host

Immediately after CBU has formally been awarded the right to host a given conference, the faculty member should:

- 1) Confirm with Conference Services what facilities will be needed and book them as soon as possible.
- 2) Make a formal application to the Office of Research & Graduate Studies for financial support (using this form).

Financial Support

Every conference is different and will be considered on its own merits (prestige, number of delegates, budget demands, etc.).

Final Report

Within 60 days of the conclusion of the conference, the conference chair must submit a final written report to his/her School Dean and the Dean of Research and Graduate Studies. The report must include a final financial statement for the conference, including a plan to deal with any surplus or deficit.