## CONFERENCE ATTENDANCE POLICY

The term “conference” is defined as any seminar, meeting, retreat, workshop, training activity, or similar event that is funded by NCSILC, or by any external organization/partner, excluding SILC quarterly meetings or the IL Summit.

An NCSILC member is eligible for NCSILC to pay for attendance at professional conferences/meetings if the applicant:

1. Is an NCSILC member who is actively involved in the NCSILC.
2. Has completed a Conference Attendance Application, and submitted it to the SILC Chair and Finance Committee Chair for approval at least four weeks prior to the conference.
3. The Application form has been approved by the SILC Chair and Finance Committee Chair, and the SILC office has received notice of such approval at least four weeks in advance of conference date. (If an NCSILC member is unable to stay in a hotel for the authorized State rate for lodging, the NCSILC provides the DSU with a written justification for DSU approval.)
4. Has signed the Conference Attendance Policy and submitted to the NCSILC office for filing (only required once per term – retained in Member File).

By agreeing to attend a conference at the expense of NCSILC, the member agrees to attend the conference sessions, and to be an active participant in the proceedings. The member understands that they are representing NCSILC.

Within two weeks of returning from the conference, the attendee should submit a NCSILC Conference Activity Report to the NCSILC Executive Director.  A brief summary of the conference activity (5 min. or less) will be required at the next scheduled NCSILC meeting.

SILC funding decisions regarding meeting and conference travel and training expenses reside with the Finance Committee Chair. Final decisions are made by the NCSILC Chair.

**By signature I agree to abide by all policies listed above.**

**Member Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**