

## **Guidelines on Conference Leave**

### **Purpose**

The following guidelines are to be read in conjunction with the Human Resources Conference Leave Policy, which can be found at:

<http://www.otago.ac.nz/humanresources/policies/conferenceleave.php>

### **Guidelines**

1. The policy states that staff seeking Conference Leave will normally be expected to be taking an active part in the conference or meeting concerned, such as presenting a paper or poster, chairing a session or other designated function relating to the conference or the sponsoring organisation. In addition, the applicant must be able to demonstrate that:
  - (a) attendance at the conference is likely to result in a research output — for example, publication in a quality-assured journal, book, or conference proceedings
  - (b) previous conference attendance has resulted in research publications.
2. Funds for conference travel will be awarded at departmental or divisional level on the basis of an application (accompanied by a detailed budget). Departmental heads are responsible for taking into account teaching and other commitments of staff when approving travel.
3. Total funding awarded per staff member per annum from departmental PBRF funds should not exceed \$4,500. This includes a maximum of \$1,750 for conferences in NZ, Pacific Islands and eastern seaboard Australia.
4. Conference funding may be awarded to staff during periods of RSL, in circumstances where it can be demonstrated that travel to the conference location is an economical use of funds.
5. Conference applications are approved by the Head of Department and/or Pro-Vice-Chancellor.
6. Where other types of leave are taken in connection with conference leave, this must be stated in the application. If necessary, Conference Leave applications should be accompanied by an Academic Leave Request Form. Refer to the RSL policy for further information on leave taken in connection with a conference.
7. Departments will submit a spreadsheet of all conference attendance and funding on an annual basis to the Divisional Office.

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