

## Guidelines to Conference Leave

### Purpose

The following guidelines are to be read in conjunction with the Human Resources Conference Leave Policy (<http://www.otago.ac.nz/administration/policies/otago003114.html>) which states that any member of staff seeking leave to attend a conference or meeting must obtain approval from his/her Divisional Head on the recommendation of the Head of Department/Dean for the period of leave.

### 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, or performing a designated function relating to the conference or 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; and
  - (b) previous conference attendance has resulted in research publications.
2. Conference leave and funding are approved by the Pro-Vice-Chancellor on the recommendation of the Head of School.
3. The Head of School will submit an annual conference plan and budget to the Pro-Vice-Chancellor, prioritising the planned applications for conference funding.

According to the departmental plan, applications for conference leave and funding will be submitted throughout the year via the HoS to the PVC for approval.

The Head of School is responsible for taking into account teaching and other commitments of staff when endorsing travel.

In exceptional circumstances, the Pro-Vice-Chancellor may approve requests for conference funding that are not included in the School conference plan.

4. Funds for conference travel will be awarded at School or divisional level on the basis of an application (accompanied by a detailed budget). Total funding awarded per staff member per annum from departmental PBRF funds will normally not exceed \$3,500. This normally includes a maximum of \$1,500 for conferences in NZ-and eastern seaboard Australia.
5. Some conference support may be available to staff during periods of RSL, but only in special circumstances.
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 will be accompanied by an Academic Leave Request Form. Refer to Section 15 of the RSL policy for further information on leave taken in connection with a conference (<http://www.otago.ac.nz/administration/policies/otago003270.html>).
7. Schools will submit a spreadsheet of all conference attendance and funding on an annual basis to the Divisional Office.