

Conference Participation Policy

A. Conferences Funded by the University:

1. At least one month before the date of the conference, the concerned full-time faculty member (from the rank of lecturer and above) fills out a Conference Participation form (Annex 1) and attach to it:
 - Leave request form
 - Conference details
 - Abstract details
 - Expenditures details (in line with the University Travel Expenses Policy – Annex 2)
 - A copy of submitted/accepted article or a letter of commitment for submission of an article within 2 months after the end of the conference
2. The faculty member submits the documents mentioned in section A.1 to the concerned Chairperson.
3. The Chairperson evaluates the request and submits his/her recommendation to the Dean. The evaluation is based on the following eligibility criteria:
 - Each faculty member is eligible for one funded conference per year.
 - If the faculty member submitted (during the previous year) an abstract in a conference funded by the University, he/she should have published the corresponding article in a refereed journal.
 - The relevance of the conference.
4. The Dean submits his/her recommendation to the Provost who will discuss the file with the President for a final decision.
5. The University *per diem* is restricted to a maximum of 5 days (including 1 day for travel to the conference and 1 day for return). Requests for extended days require justification to the Provost for discussion with the President.
6. If the request is approved, and after attending the conference, the faculty member should:
 - Submit boarding passes, train tickets (if applicable), and hotel bills to the Comptroller's Office.
 - Complete a Post Conference Report Form (Annex 3) and submit it to the Chairperson with copies to the Dean and the Provost.

B. Conferences free of charge or funded by other institutions:

1. At least one month before the date of the conference, the concerned full-time faculty member (from the rank of instructor and above) fills out a Conference Participation form (Annex 1) and attach to it:
 - Leave request form
 - Conference details
 - Abstract details (if any)
2. The faculty member submits the documents mentioned in section B.1 to the concerned Chairperson.
3. The Chairperson submits his/her recommendation to the Dean of the faculty for final decision.
4. If the request is approved, and after attending the conference, the faculty member should complete a Post Conference Report Form (Annex 3) and submit it to the Chairperson who will then forward it to the Dean with a copy to the Provost's Office.

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ANNEX 1

Conference Participation Form

- 1) **Name:** Click here to enter text.
- 2) **Rank:** Click here to enter text.
- 3) **Conference Title:** Click here to enter text.
- 4) **Conference Date:** Click here to enter text.
- 5) **Conference Place:** Click here to enter text.
- 6) **Mode of travel:** Click here to enter text.
- 7) **Date of leaving (month/day/year):** Click here to enter text.
- 8) **Date of retuning (month/day/year):** Click here to enter text.
- 9) **Beginning date of conference (month/day/year):** Click here to enter text.
- 10) **Ending date of conference (month/day/year):** Click here to enter text.
- 11) **Presentation date (month/day/year):** Click here to enter text.
- 12) **Number of work days out of office:** Click here to enter text.
- 13) **Make up sessions tentative schedule:** Click here to enter text.
- 14) **Expected Expenses (in US Dollars):**
 - Per Diem (according to UOB travel expenses policy):** Click here to enter text.
 - Conference Participation:** Click here to enter text.
 - Transportation:** Click here to enter text.
 - Total Cost:** Click here to enter text.

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ANNEX 2

Travel Expenses Policy
Adopted Per Diem Per Country
Covering: lodging, meals & incidentals

COUNTRY	Per diem/day (USD)
Argentina	325
Australia	325
Austria	350
Bahrain	350
Belgium	250
Brazil	300
Bulgaria	250
Canada	300
China	300
Colombia	300
Croatia	300
Cyprus	275
Czech republic	250
Denmark	350
Egypt	225
Finland	350
France	375
Germany	300
Greece	275
Hong Kong	400
India	300
Italy	300
Japan	350
Jordan	250
Kuwait	375
Malaysia	200
Mexico	200
Monaco	400
Netherlands	275
Qatar	350
Russia	325

COUNTRY	Per diem/day (USD)
Saudi Arabia	350
South Africa	275
Spain	250
Srilanka	300
Switzerland	350
Syria	275
Tunisia	200
Turkey	250
UAE	350
UK	325
Ukraine	275
USA	300

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ANNEX 3

Post Conference Report Form

This report should be submitted to the Chairperson within 15 days of return from the conference.

1) **Name:** Click here to enter text.

2) **Conference Title:** Click here to enter text.

3) **Conference Date:** Click here to enter text.

4) **Conference Place:** Click here to enter text.

5) **Did you submit any Poster/Paper or chair any session during the conference?**

☐ Yes

☐ No

☐ Other Click here to enter text.

If yes, what was the title of the Poster/Paper/Session? If no, move to question number 8.

Click here to enter text.

6) **How do you evaluate the session during which your Poster/Paper was presented?
What were the major recommendations you received?**

Click here to enter text.

7) **Has your paper been submitted for publication?**

☐ Yes

☐ No

If yes, which journal?

Click here to enter text.

Publication date: Click here to enter a date.

If no, why? When is the proposed date of submission?

Click here to enter text.

8) **What did you gain from attending the conference?**

Click here to enter text.

9) **What information do you deem beneficial to be shared with other colleagues in the Department/Faculty/University?**

Click here to enter text.

10) **How do you plan to share this information with other colleagues?**

Click here to enter text.

11) Would you like to propose any recommendations for actions to be taken by the Department/Faculty/University as a result of the information gained from the conference?

Click here to enter text.

Signature of the attendee: Click here to enter text. **Date:** Click here to enter a date.

Comments/recommendation of the Chairperson:

Click here to enter text.

Chairperson's signature: Click here to enter text. **Date:** Click here to enter a date.

Comments/recommendation of the Dean:

Click here to enter text.

Dean's signature: Click here to enter text. **Date:** Click here to enter a date.

Comments/recommendation of the Provost:

Click here to enter text.

Provost signature: Click here to enter text. **Date:** Click here to enter a date.
