JKMRC Conference Attendance Procedure

Introduction
All staff and students are encouraged to attend conferences for career development, presentation and publication of their research work. This procedure has been developed to ensure equity of attendance and participation. This procedure should be used in conjunction with the JKMRC Publication Guideline.

As the JKMRC conference budget is allocated 12 months in advance it is important that you discuss your conference attendance aspirations with your Supervisor or Project Manager as early as possible.

This procedure is supplementary to The University of Queensland policies for conference and travel which can be found in the Policy and Procedures Library documents 5.60.15 Conference Attendance and 9.45.05 Travel.

Procedure

- Conference attendance should be discussed with your Supervisor and/or Project Manager.

- The JKMRC Conference Attendance Justification Form should be completed and approved by your Supervisor or Project Manager. All conference attendance is subject to the JKMRC Director’s approval. Email completed approvals to the JKMRC Conference Co-Ordinator at jkpublications@uq.edu.au.

- Conference registration will be processed by the JKMRC Conference Co-Ordinator. When your conference registration confirmation is received a copy should be emailed to jkpublications@uq.edu.au.

- A Travel Application Form will be completed by the JKMRC Conference Co-Ordinator and submitted to the JKMRC Travel Officer. All conference attendees will be advised when this has happened so individual travel arrangements can be finalised. All travel will be booked as per the JKMRC Travel Procedure.

- Reasonable pre and post conference travel dates and times will be considered, any requirements outside these dates and times will be deemed personal travel. All costs associated with this personal travel will be at the travellers own expense.

- On return to the JKMRC from your conference the JKMRC Conference Feedback Form is to be completed and submitted to your Supervisor or Project Manager with a copy to the JKMRC Conference Co-Ordinator. You may also be called upon to give a short feedback session to your co-workers on aspects of your conference attendance.

- A copy all Conference Proceedings is to be given to the JKMRC Library on your return.

For further information on this procedure please contact the JKMRC Conference Co-Ordinator jkpublications@uq.edu.au.