

## CONFERENCE ATTENDANCE POLICY

For inquiries, email [Geoffrey.Whitebread@gallaudet.edu](mailto:Geoffrey.Whitebread@gallaudet.edu).

### *Qualifying for a conference:*

The Honors Program will pay for student attendance at academic and/or professional conferences if the student:

- Is an Honors student who is *actively* involved in the Honors Program and courses.
- Has completed all requirements explicated by the Honors Program, such as submitting a proposal or preparing a presentation.
- Obtains the formal permission from the Program to attend a conference and promises to finish any required follow up work, such as distributing conference materials, writing a report, or giving a presentation.

By my signature below, I warranted that I am an eligible student for this policy. If selected for this program, you agree to comply with the conditions and requirements in this policy, and to promptly complete any agreed upon follow up work after the conference.

### *Attending the Conference:*

By agreeing to attend a conference at the expense of the Honors program, you agree to attend the conference sessions in full, and to be an active participant in the proceedings. You understand that you represent Gallaudet University, and that your conduct reflects upon the University and its community. Accordingly, you agree to set a stellar example at the conference: to follow all laws, rules, and instructions; to behave in a professional and dignified manner; to strive to exceed any and all academic and conduct expectations of the conference planners.

You also agree that safety is an essential consideration during academic travel. Accordingly, you agree to abide by any traffic or safety regulations and to use good judgment concerning your activities during the trip. You promise to summon help if needed: the local police, EMT or medical professionals, or someone in your support network on campus. The University stands ready to support you if you encounter a problem, and you can contact Geoffrey Whitebread, Gallaudet's Department of Public Safety (DPS), or Gallaudet's Risk Manager ([pamela.rypkema@gallaudet.edu](mailto:pamela.rypkema@gallaudet.edu) or 202/651-5695).

Failure to comply with this agreement will lead to consequences as deemed appropriate by the Honors Program. Such consequences range from requiring additional follow up work to charging the cost of the conference, food, and travel to your student account.

By signing below, you indicate that you agree to the above.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student I.D. Number: \_\_\_\_\_