

# AIA Conference Packet

*To be submitted with conference budget request*



The Allocation and Internal Audit Committee

Version: March 6, 2008

The Allocation and Internal Audit Committee  
Student Center 310  
175 Forest St.  
Bentley College  
Waltham, MA 02452  
[GA\\_AIA@bentley.edu](mailto:GA_AIA@bentley.edu) | [www.aiabentley.com](http://www.aiabentley.com)

Dear Student Organizations:

Due to the increase in conference requests that AIA has received, we have taken the opportunity to revise our process for requesting money for conferences. AIA has tried to streamline the process as much as possible to make it easier for you.

Please read this packet as it contains vital information that will assist you in requesting funds. **Conferences are now defined as overnight so please use this request packet for any conference requests that will occur overnight.** However, this is not all inclusive and extenuating circumstances may apply such as distance that would change as to whether this applies. Please speak with your liaison should you have any questions.

Conferences are now subject to tighter regulation and will be funded on the basis that it provides benefit to the Bentley Community, not just the members attending or the organization. Please remember this and be able to explain when requesting funds.

Thank you for your cooperation and we wish you the best of luck in pursuing funding for your conference.

Sincerely,

The Allocation and Internal Audit Committee

# Contents

---

Requirements.....	4
Policies Regarding Conferences.....	5
Conference Questions Worksheet.....	7
Names of People Wishing to Attend.....	8
AIA Conference Liability Form.....	9
Conference Checklist.....	10

# Requirements

---

## **Before requesting money, please keep in mind the below requirements:**

1. All conferences must now be requested during a Thursday meeting. **AIA will not consider any conference submitted on a semester budget.**
2. Budgets must be requested at least 6 weeks prior to conference date.
3. If you are going on a conference during winter or spring break or over the summer, an advisor must attend. If an advisor cannot attend the conference, a professor or staff member with ties to your organization may attend in their place.
  - a. The advisor attending the conference must also attend the AIA meeting when you present. If they cannot attend, they are required to write a letter indicating their support for the conference as well as their acknowledgment of AIA policies regarding conference travel and funding regulations.
4. Your organization must fill out the “Conference Questions” worksheet (included in this packet).
5. When requesting a conference, you must provide a booklet, flight printouts/map quest directions, hotel information and registration information.
  - a. A list of people wishing to attend the conference *as well as* their projected date of graduation is also required (included in this packet).
6. This packet along with all required documentation and checklist must be submitted *1 week prior* to the Thursday meeting you wish to attend.
  - a. This will allow us to look through the packet before you present.
7. Each member going must also sign the Conference Liability Form.
8. Your organization must complete the checklist (also included) and turn it in with this packet.

*\*\*Failure to submit all the required documents will result in no allocation for the conference.*

## **After the conference, please follow the below guidelines:**

1. After returning from a conference, every organization must meet with their liaison before thirty days, or end of the semester, whichever comes first, for a Conference Audit.
  - a. The audit will include going over expenses as well as talking about what you got out of the conference and if you have achieved your goals.
  - b. You are required to submit the AIA Travel Expense Report.
  - c. Failure to attend this Conference Audit will result in no funding of a conference for the following year.
  - d. It is the organization’s responsibility to contact their liaison to schedule an appointment.

# Policies Regarding Conference Funding

---

*(taken from Section 7 of the Policy Manual)*

## **Section 700 – Conferences & Retreats**

- § 701 AIA funding of conference requests is based on the benefit the conference will provide to the student organization, all student organizations, and the greater campus community. Decisions are made on a case by case basis.
- § 702 Understanding that the purpose of conferences and retreats (hereafter “conferences”) is to invest resources that will benefit not only a single organization but all student organizations and the greater campus community, AIA can fully or partially fund limited members to attend such events.
- § 702.1 Conferences are defined as overnight.
- § 702.2 Conference expenses that **may** be fully or partially funded are:
- (a) **registration;**
  - (b) **airfare;**
  - (c) **accommodations**
- § 702.2 No conferences will be funded with Student Activity Fee monies that only benefit the individuals attending.
- § 703 Students in their final semester at Bentley College may not attend a conference funded partially or fully by AIA monies.
- § 704 AIA requires that an advisor attend a conference as a condition of funding during spring and winter break and summer vacation or based other risk factors as determined by the board.
- § 705 Funding by AIA for conferences is limited to one (1) conference per academic year. This is necessary to allow other student organizations to also attend conferences.
- § 706 To allow other organizations to also attend conferences, the maximum number of participants that AIA may fund per academic year shall be four (4) students and one (1) advisor (if required).

- § 706.1 Organizations may elect to send more members to a conference than allocated by AIA if they have or raise the necessary funds for the additional participants.
- § 707 Members of organizations that choose to attend conferences are financially responsible for arrangements made by AIA and Student Life made on their behalf. Once any costs have been paid on their behalf, they are personally responsible for:
- § 707.1 finding a replacement member to attend in lieu of themselves, or
  - § 707.2 for reimbursing AIA and the Student Activity Fee for the costs incurred.
  - § 707.3 Any change fees associate with switching arrangements to another person are the financial responsibility of the original participant.
  - § 707.4 Organization members that attend conferences shall sign a contract affirming their understanding of and agreement to all parts of § 707.
- § 708 Budgets for conferences must be requested 6 weeks in advance due to their high costs and the planning that goes into them.
- § 709 Conferences must be booked within 2 weeks of receiving the allocation or funds shall be forfeited to AIA.
- § 710 In order to attend a conference, Organizations must hold at least one event per semester. First general meetings do not count as events.

# Conference Questions

---

Organization Name: \_\_\_\_\_

Date of Conference: \_\_\_\_\_

Location of Conference: \_\_\_\_\_

Number of Attendees (including advisor): \_\_\_\_\_

List 3 goals/outcomes your organization has for this conference:

1.

2.

3.

Please explain how this conference will benefit the Bentley community.

# Names of People Wishing to Attend Conference

---

<i>Student Names</i>	<i>Expected Graduation</i>
1.	
2.	
3.	
4.	

Name of Advisor: \_\_\_\_\_

\*\*Please note, AIA will only fund a *maximum* of four (4) students and one (1) advisor per conference. However, certain factors, such as distance and cost, may limit the number of individuals we will fund.

# AIA Conference Liability Form

---

We, the undersigned of this form, agree to abide by all AIA policies set forth regarding conference travel as outlined in section seven (7) of the Policy Manual. This includes but is not limited to monies allocated for accommodations, plane flights, mileage reimbursement and registration fees. We also agree to uphold the Bentley beliefs and act in a manner that is appropriate to be representatives of Bentley College.

We understand that if we spend more or differently than allocated in our approved AIA budget then our student accounts will be charged the difference. The difference will be divided evenly among us.

	<b>Printed Name</b>	<b>Signature</b>	<b>ID Number</b>
1.	_____	_____	@_____
2.	_____	_____	@_____
3.	_____	_____	@_____
4.	_____	_____	@_____

# Conference Packet Checklist

---

*\*\*To be turned in with Conference Packet in order to request funds*

<b>Requirement</b>	<b>Completed  (“√”)</b>
Flight Printout included.	
Conference Booklet included.	
Hotel backup included.	
Purposed budget included.	
List of names and graduation date of those wishing to attend are included.	
Conference Questions Worksheet is filled out.	
Packet is submitted 1 week prior to budget review.	
Read and understood AIA policies governing conference travel.	
Conference liability form signed.	

Person Completing Checklist: \_\_\_\_\_

Date: \_\_\_\_\_