

Statement and policy on university support for meeting and conference attendance

Issue date: December 20, 2006

Effective date: December 20, 2006

Version: 1.0

Background:

The Forensic and Investigative Science Program actively encourages all students to attend professional meetings and conferences. If students wish to make a contribution and an impression on those that hire graduates, the best way to do this is by presenting posters or papers at such meetings. This is how one networks and allows you to become known to people in the field. Having a presentation in your resume makes you stand out in a pile of applications while simply attending a meeting does not.

Part of making the transition from student to professional is to participate in meetings, represent your organization, and present your work. The people that attend the sessions are not there to grade you. They come because they read an abstract and are interested in your work.

Administrative responsibility:

The primary administrative responsibility for this policy lies with the assistant director, who will oversee implementation of this policy.

Specific policy and procedures:

For faculty or advisors in the forensic program to sign off on a request for funding to attend a professional meeting such as IAI or AAFS, the following criteria must be met:

1. The student must be presenting at the meeting. Participating on committees or other activities may count, but the key question is **participation** versus **passive attendance**.
2. The presentation can be an oral or poster session, individual or pairs.
3. The presentation must have no more than 2 authors but if there are two, we will approve travel funding request for both.
4. All faculty will be available to assist with the preparation. This includes help selecting a topic, organizing the information, and preparing the poster or slides. You are not on your own!

5. The final product must be approved by the Director /Assistant Director before printing or presenting. This will ensure an impressive and professional-quality presentation.

6. The forensic program will cover the costs of printing the poster and if appropriate, lamination. After the meeting, posters will be displayed in the facilities of the program for a number of months. Upon removal the poster will become the property of the author/s.

7. Students may attend meetings without presenting. All this policy means is that the program will not sign off on requests for academic enrichment funds through the college unless the criteria are met.

8. The office of the Dean of Eberly College of Arts and Sciences has been advised of this policy. Any unendorsed documentation correspondence directed to the office of the Dean will be returned to the Program for further handling.