

TPD: Guidelines for Attending Professional Association Meetings

Attendees

In order to be considered to attend a professional association meeting the applicant must

- complete the *Training/Conference Request* form and include all estimated costs
 - attach a copy of the meeting announcement, the application form, and the meeting program to the *Training/Conference Request* form
 - submit the application packet to the section supervisor for approval
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Presentation of a technical paper or workshop

Before committing to presenting a technical paper or workshop at a professional association meeting, an employee must consult with the section supervisor and obtain approval. This must be done well in advance of the scheduled meeting.

Prior to the initial presentation, the employee may be required to give the presentation to the laboratory staff at least one week prior to the conference or workshop.

Responsibility of the section supervisor

It is the responsibility of the section supervisor to

- approve proposals for the presentation of technical papers or workshops
 - ensure that the application packet is complete
 - sign and forward the complete application packet to the Laboratory Director for action
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Continued on next page

TPD: Guidelines for Attending Professional Association Meetings, Continued

Director's approval

The application packet is submitted to the Laboratory Director for approval.

IF the...	THEN the...
Laboratory Director approves the request	<p>application packet is signed and returned to the laboratory's Administrative Services Officer.</p> <p>A copy of the application packet is submitted to the PDC for retention. An additional copy is made for the attendee.</p> <p>The applicant assists the Administrative Services Officer in finalizing payment and travel arrangements.</p>
Laboratory Director does not approve the request	application packet is returned to the employee's supervisor who informs the applicant that approval was not granted to attend the meeting.

Analyst's responsibilities

The analyst receiving external training is responsible for submitting the following reimbursement documents to the Administrative Services Officer within 30 days of their return:

- agenda
- lodging receipt
- any miscellaneous travel expenses
- any other travel expense (with the exception of meal receipts)

The analyst receiving external training is responsible for submitting the following documents to the PDC:

- a copy of an official certificate of completion, if applicable
- *Training Evaluation*