

## **YUFA Sponsored Conference Guidelines**

Only applications received by the due date will be considered. Applications received after the due date will be considered only if an insufficient number of applications have been received.

When submitting an application applicants must provide a statement of interest which indicates how participation in that conference relates to or will benefit the Association and its membership.

Applicants will submit a final report to YUFA within one month of attending the conference, in a format suitable for posting on the YUFA website.

Applicants will submit a final expense claim to YUFA within one month of attending the conference.

All conference expenses are to be paid up front by the attendee and reimbursed by YUFA with appropriate documentation. Members arrange their own travel and accommodations.

YUFA sponsored conferences and the number of attendees are approved by the Executive. [Priority is given to conferences hosted or sponsored by groups with which YUFA is formally affiliated (such as OCUFA, CAUT, CLC, etc.), or to those which are directed relevant to trade unionism or social justice. Conferences of a strictly academic nature will not typically be supported.]

Applications will be reviewed by a subcommittee of YUFA which includes the VP External, Treasurer, one Equity Officer and a YUFA staff member. Queries about unsuccessful applications should be directed to the VP External.

November 14, 2006