



Josef Korbel School of
International Studies

INTERNATIONAL CONFERENCE FUNDING APPROVAL PROCESS:

- 1) Student Submits the Following Completed Documents to be Considered for Conference Funding Consideration**
 - a. International Conference Participation Agreement Form
 - b. Risks, Responsibilities Agreement Form
 - c. Student Responsibility Statement
 - d. Emergency Contact Form
 - e. Copy of Passport and ISIC Card
 - f. Conference Funding Application

- 2) Administrative Assistant Reviews & Conditionally Approves Conference Participation Agreement Form**
 - a. Associate Director will refer any red flags on risk assessment to David Levine, Associate Dean and Ellen Shew Holland, Risk Management prior to approval
 - b. Conditional approval will be based on Student Submitting the Below Required Documents from the International Conference Participation Packet

- 3) Associate Director Informs Student to Pick Up International Conference Participation Packet**
 - a. International SOS Brochure
 - b. Study Abroad Emergency Contact Card
 - c. Final Documents to Turn In Upon Return: Transaction Log and Original Receipts

- 4) Administrative Assistant Sends Final List of Students Going Overseas to Karen Becker and Ellen Shew Holland** (include name, banner ID, email, conference name, location, dates of travel, dates of conference, and emergency contact information).

- 5) Return Requirements**
 - a. Submit Transaction Log and Original Receipts