

Conference Attendance for Professional Staff Policy

Section 1 - Purpose

(1) The university recognises the need to provide opportunities for professional staff members to attend conferences (including seminars or meetings) of direct relevance to their work. Attendance and participation can assist staff members to keep abreast of developments in their fields and establish valuable professional contacts, with resultant benefit to the university.

(2) Staff members are encouraged where possible to make substantial contributions to conferences through the presentation of papers or by participating in official roles.

Section 2 - Application

(3) Professional staff members with an ongoing or fixed-term appointment are eligible to apply for conference attendance.

Section 3 - Roles and Responsibilities

| Position | Responsibility |
|--------------|--|
| Supervisor | Determines the relevance of the conference and whether the application should be considered as a Professional Development Program. |
| Staff member | Applies to obtain financial support to attend a conference. |

Section 4 - Approval and Funding

(4) Registration, travel and associated costs for conference attendance are approved by the relevant authorising officer as prescribed in the [Register of Authorities and Delegations](#) (QUT staff access only) and are normally paid from school/departmental budgets.

(5) The Professional Development Program (PDP) ([Professional Development Program for Professional Staff Policy](#)) also provides an opportunity for professional staff to obtain financial support (in the form of a contribution to travel, meal and accommodation expenses) to attend a conference. Staff classified at HEW2-HEW6 (inclusive) may apply to have conference registration fees paid through the PDP scheme.

(6) Leave for conference attendance will not normally exceed one week.

Section 5 - Application Process

(7) All applicants must discuss the proposed conference attendance with their Supervisor prior to lodging an application. The Supervisor should at that time determine the relevance of the conference and whether the application should be considered as a Professional Development Program.

(8) Applications for conference attendance will outline:

- a. conference details and fees;
- b. the actual or anticipated cost of all travel associated with the conference attendance (if applicable);
- c. the actual or anticipated cost of accommodation, meals and incidentals (if applicable); and
- d. details of any other significant costs associated with the conference attendance.

(9) A staff member in receipt of financial assistance other than normal salary is required to conform to the conditions applicable to expenditure of university funds.

Section 6 - Exceptions to Policy

(10) The Vice-President (People) and Chief People Officer is authorised to approve variations to this Policy in exceptional circumstances. Any such variation will be recorded by Human Resources.

Status and Details

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| Status | Current |
| Effective Date | 14th March 2023 |
| Review Date | 31st March 2028 |
| Approval Authority | Vice-Chancellor and President |
| Approval Date | 14th March 2023 |
| Expiry Date | Not Applicable |
| Policy Owner | Gillian Bromley Vice-President (People) and Chief People Officer |
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