

Guidelines for Conference Support for Residents

Department of Anesthesiology and Perioperative Medicine

Queens University

1. Residents shall receive a general allowance of \$3000 from the Department towards travel, accommodation, and registration expenses, in order to support attendance at conferences, courses, workshops and the like which further their educational goals. These moneys can be drawn upon at the resident's discretion during their PGY2 through PGY5 residency years. The goal is to support residents in developing the skill sets and knowledge base necessary to begin independent practice as a Consultant Anesthesiologist, and it is recognized that participation in the CME and conferences provided by our professional associations constitutes an important part of our practice.
2. All applications for conference and CME support should be approved by the Program Director prior to attendance in order to qualify for expense coverage. (Request forms for Conference money can be obtained from the Kim Asselstine, Residency Program Administrative Secretary).
3. Residents are expected to make their own travel, accommodation and registration arrangements.
4. Residents must complete the necessary travel expense forms found on the Queen's University Financial Services website. Once the form is populated with the required information, this form needs to be submitted along with all of the original receipts and boarding passes (if applicable) to the Residency Program Administrative Assistant to qualify for reimbursement, and to obtain the necessary signatures for approval. Please follow this link:
http://www.queensu.ca/financialservices/sites/webpublish.queensu.ca.finwww/files/files/forms/FIN_FRM-006-Travel_Expense_Advance_2013-07-19.pdf
5. Unused portions of the \$3000 conference money will be used at the discretion of the Departmental Chairman and Program Director for resident related activity.
6. Residents who have abstracts accepted for presentation, or who are invited to present at a major conference, can receive support for travel, accommodation and registration expenses in addition to the general allowance money described in #1 above. It is expected that the resident will have played an instrumental role in the research project, its publication and the preparation for the presentation. This support is subject to a maximum of \$3000 per application.
7. Residents will be supported for only one conference per original abstract (i.e. the resident will not be supported for presenting the same abstract at more than one conference). The resident may qualify for special allowance money for more than one conference if the Departmental Research Coordinator and the Program Director agree that the abstract to be presented at the second conference is sufficiently different to be considered another original work.
8. Should there be a disagreement about any aspect of a particular request for Conference money support, the resident can present his/her case to the Residency Training Committee of the department. The RTC will make the final decision about the eligibility of the resident's request.