



commerce
undergraduate
society

External Conferences

2020 - 2021

APPLICATION PACKAGE



Application Process

1. Read the COVID-19 [Reimbursement Policy](#) found on our website and sign the Terms and Conditions form on page 2 of this document.
2. Fill out the entire application form
3. Create a one-page resume and one-page cover letter stating why you are interested in attending the external conference. (ex. Describe the conference and how it will link directly to your studies at Sauder) into a single PDF. Please use the following naming convention:
“LastnameFirstname_ExCOApplicationPackage”
4. Submit your **single PDF** and a website link your conference and/or supporting documents to externalconferences@cus.ca at least 2 weeks prior to the start of the conference. If you are attending a conference as a team, DO NOT submit team cover letters. Please submit individual content so we understand your personal benefit from attending the conference.
5. POST CONFERENCE: Please fill [this google form](#) within **30 days of your return** and email externalconferences@cus.ca stating that you've completed this step.

We are looking for applicants who are enthusiastic about the conference and who we believe will benefit greatly from attending the external conference. The applicant must be a good ambassador for the Sauder School of Business and the University of British Columbia and must show strong interest in order for the reimbursement to be justified.

Please take your time to review the Reimbursement Policy prior to applying. By submitting an application for an external conference through ExCO, you are agreeing and consenting to the terms and conditions of the Reimbursement Policy.

If you have any questions about the application process, please email us at externalconferences@cus.ca



Terms and Conditions

I, *(last name, first name)* _____, on
this (day)

_____ day of (month) _____, (year) _____ have read and agreed
to the terms set in External Conference's (ExCO) reimbursement policy.

Application Form

Name: _____

Student Number: _____

Email: _____

Phone Number: _____

Year: _____

Specialization: _____

Conference Name: _____

Date of Conference: _____

**Estimates of the full costs in CAD of all qualifying expenses. (Please include
shared and individual amounts if costs are shared):**

Conference/Delegate Fee \$ _____

**Please sign and date this application form to indicate that you have read and
completed steps 1-4 of the application process (refer to policy for steps). Only
complete applications will be accepted.**