

Commerce Undergraduate Society

External  Conferences

Application
Package 2019-2020



Application Process

1. Read the [Reimbursement Policy](#) found on our website and sign the Terms and Conditions form on page 2 of this document.
2. Fill out the application form on page 3.
3. Submit a single PDF document consisting of the signed and completed pages 2 and 3 of this application, along with a one-page resume and one-page cover letter stating why you are interested in attending the external conference. (ex. Describe the conference in 2-3 sentences and how it will link directly to your studies at Sauder). Please use the following naming convention:
"LastnameFirstname_ExCOApplicationPackage"
4. Email your PDF document to externalconferences@cus.ca at least two 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 dayes 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. We will be selecting candidates that we believe will benefit the most from going to an external conference. The applicant must be a good ambassador for the Sauder School of Business and the University of British Columbia and must show an immense interest in order for reimbursement to be justified.

Please take your time in 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 Reimbursement Policy.

If you have any questions about the application process, please email us at externalconferences@cus.ca or any of the ExCO executives:

- Megan Wong (co-director): megan.wong@cus.ca
- Jasmine Yeung (co-director): jasmine.yeung@cus.ca
- Grace Shi (finance associate): graceshi_98@hotmail.com
- Antonio Pablo (finance associate): antoniopablo@live.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: _____

Telephone Number: _____

Year: _____

Specialization: _____

Conference Name: _____

Conference Location: _____

Date of Conference: _____

Estimates of the full costs of all qualifying expenses:

Transportation (please specify) \$ _____

Local Transportation (please specify) \$ _____

Conference/Delegate Fee \$ _____

Accommodation expenses (please specify) \$ _____

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.

Signature: _____ Date: _____

