



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. **MERGE** pages 2 and 3 of this application, 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. 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.



