



APPLICATION PACKAGE 2018-2019



Application Process

1. Read the [Reimbursement Policy](#) found on our website and sign the Terms and Conditions form on page 2.
2. Fill out the application form on page 3.
3. Attach a one-page resume and one-page cover letter stating why you are interested in attending the external conference.

Note: If you are planning to attend an Unlisted Conference, please include in your cover letter information on the conference and what the conference offers that the other Listed Conferences do not.

4. Scan and save the Application Form and a signed Reimbursement Policy as a single PDF document entitled "LastnameFirstname_ExCOApplicationPackage"
5. Email your PDF document, resume, and cover letter to cus.externalconferences@gmail.com 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.

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 cus.externalconferences@gmail.com or any of the ExCO finance executives:

- Rachael Chan: rachael.chan@cus.ca
- Darren Chang: darren.jg.chang@gmail.com
- Maggie Ding: maggieding@live.ca
- Felicity Wang: felicitywangnc@gmail.com



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.

[Print Name]

Signature



Application Form

Name: _____

Student Number: _____

Email: _____

Telephone Number: _____

Year: _____

Specialization: _____

Conference Name: _____

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) \$ _____

Is this conference listed or unlisted? Listed Unlisted

Please sign and date this application form to indicate that you have read and completed all 5 steps of the application process (refer to policy for steps). Only complete applications will be accepted.

Signature: _____ Date: _____