

CONFERENCE PARTICIPATION POLICY

Version Control and Change History					
Policy No	Version Number	Date of Approval	Date of Affectivity	Approval	Amendment
ICEM-RE-09-2021	V.02	23 Sep 2021	23 Sep 2021	College Board	1. RELATED POLICIES 2. FORMS 3. DOCUMENT CONTROL

1. PURPOSE

. This policy aims to establish the procedures for academic and non-academic staff at ICEM to participate in international or local conferences. It also outlines the official criteria, conditions, and application process for financial support to attend conferences.

2. SCOPE

This policy applies to all ICEM staff who intend to participate in conferences, whether international or local. If staff plan to attend academic or scientific events to present research results, conference expenses must be included as part of the research budget and documented in the RF-Form 02: Research Budget. Conference participation costs for staff will be funded by ICEM based on available funds, recommendations from the Chair of the REC committee, and approval by the College Dean.

3. RESPONSIBILITY

Finance Department, REC, Dean, HR, and staff shall implement and comply with this policy.

4. POLICY

ICEM supports participation in conferences and seminars for faculty, staff, and students either locally or overseas.

The policy should meet the following criteria:

1. ICEM, as per its estimation, can recommend staff to join conferences and seminars.
2. All types of recognized conferences either nationally or internationally.

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3. The theme of the conference should be relevant to the staff's specialization or area of work.
4. The staff should act as a speaker at the meeting/conference/workshop etc.
5. The staff should present their personal approved results or students' research projects.
6. Participants must submit their conference application no later than two months before the start date of an international conference, and no later than one month prior to the start of any national or regional conference. This allows sufficient time for processing administrative, registration, and financial requirements according to college guidelines and instructions.
7. The application which contains the name and title of the paper should be attached to acceptance letter of the paper and the research paper.
8. Based on dean's approval, the participant should be offered a paid leave of absence.
9. The maximum days for leave to attend a conference must not exceed 10 days during the entire academic year.
10. ICEM staff who participate in conferences and present a scientific paper is eligible to receive financial support. This is offered strictly to only one author/co-author in case there is more than one staff member sharing the same paper.
11. Depending on the ICEM budget, financial support can be given once per academic year for both expats or Omanis. In addition, the observer participant is not eligible to get this offer.
12. There are two conditions to receive the financial support. Firstly, staff (applicant) should have completed at least one year of working at ICEM. Secondly, he/she should remain working for the ICEM for at least one year after participating in the attended conference.
13. Based on the college approval, the participant should claim his travelling ticket from the finance department at ICEM.

5. PROCEDURE

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Participant applications should be submitted at least two months before the start of the international conferences or one month before the start of the national/regional conferences.

1. Participants should fill out RF-Form-10: Conference Attendance Form, which includes details and providing an acceptance letter from conference organizers and other documents that are needed as evidence for conference participation. Those documents should be submitted to the REC Committee. Based on this evidence, ICEM could issue an approval for financial support.
2. All applications submitted to REC Committee should be forwarded to the Dean for approval at least two months before the conference.
3. The applicant will be informed if his/her application gets rejected.
4. Participants should submit a report to the REC committee a week after the end of the conference explaining the advantages gained from the conference. Furthermore, two copies (soft and hard) of the presentation (paper, abstract, etc...) should be submitted.
5. In completing the conference, it is crucial that participant should submit evidence of participation (such as a certificate, etc...) to HR.

6 RELATED POLICIES

Research Policy

Research Ethics Policy

Research Support and Funding Policy

Publication and Intellectual Property Rights Policy

7 FORMS

RF-Form-10: Conference Attendance Form

8 DOCUMENT CONTROL

CONFERENCE PARTICIPATION POLICY

Identification and Description	
Reference Number	ICEM-RE-09-2021
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Control of Changes	
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Disposal	5 years after release of new version