

Society for Technical Communication Consulting & Independent Contracting SIG **Policy on Conference Subsidies**

The Consulting and Independent Contracting (CIC) SIG encourages its leaders to attend the STC Annual Conference and regional conferences to represent and promote the CIC SIG, learn more about running a SIG, and increase leadership skills.

To promote our leaders' participation in STC conferences, the CIC SIG management team has budgeted funds to subsidize their participation. Policy details are described below.

Conference Subsidy

The CIC SIG will subsidize one or more SIG leaders¹ to attend one STC conference annually.² This conference subsidy may be used to pay for all or part of:

- The conference registration fee.
- Travel by common carrier or personally-owned vehicle (POV). If the travel is by common carrier, the subsidy will be based on the lowest available cost for that type of carrier, taking into consideration advance-purchase low-cost fares. If the travel is by POV, the subsidy will be based on the approved IRS rates for business mileage.
- Lodging for the number of days the conference is held (including Leadership Day, if applicable) in the lowest-cost conference hotel or one of equal or lesser cost.
- Per diem to cover meals and incidental expenses, in the amount reimbursed to STC board members for attendance at board meetings (currently \$25.00 per day).

Subsidies will be made in the form of grants to the leaders receiving them, without the need to submit an expense report or other claim for reimbursement.

The amount available for the subsidy will be determined by the SIG treasurer in consultation with the CIC SIG management team and included in the SIG budget for the year. The amount budgeted may be adjusted based on the SIG's financial situation at the time the subsidies are made.

Expectations for the SIG Leader Receiving the Subsidy

The SIG membership will expect the leader receiving a subsidy to attend an STC conference to promote the interests of the CIC SIG by conducting one or more of the following activities:

- Participate in Leadership Day, if attending the STC Annual Conference.
- Organize and/or participate in at least one business meeting for the SIG members in attendance.
- Organize and/or participate in at least one networking/social event during the event to introduce SIG members to one another and to provide an easy point-of-entry for people interested in the SIG.
- Conduct any other SIG business that may come up during the conference.
- Prepare and publish in an appropriate forum a report on the conference for SIG members who may not have been able to attend. Discuss the information in your report at a CIC SIG management team telephone conference.

¹ SIG leaders are defined as management team members or volunteers for the upcoming fiscal year.

² Not all SIG leaders must attend the same conference. For example, one may attend the STC Annual Conference, while another attends a regional conference, as long as the primary purpose is to represent the SIG.

The SIG management team will execute a signed commitment letter with the conference attendee setting forth the specific activities expected at the conference and documenting the attendee's agreement to abide by the process.

Eligibility Requirements and Selection Criteria

To be eligible for a CIC SIG conference subsidy, the leader must:

- Be an active member of the CIC SIG whose membership dues are current
- Take a SIG leadership role in the upcoming year
- Attend the entire conference

Selection Process

A committee made up of the CIC SIG management team will review the leaders' eligibility and select one or more leaders to receive a subsidy. Any management team member who is requesting a subsidy will not be eligible to sit on the review committee. The committee will determine how to distribute the budgeted subsidy amount among the selected leaders. This determination will be based on the number of selected leaders and budget available.

Members of the selection committee are automatically disqualified from receiving a conference subsidy during their tenure on the committee.

How to Request a Subsidy

Interested leaders must send an email containing the following information to the current SIG treasurer:

- Name
- Email address
- CIC SIG offices held currently, if any
- A paragraph describing why you are interested in attending the conference and what you plan to gain from attending it
- A paragraph describing your contributions to the CIC SIG
- A paragraph describing how you plan to contribute to the CIC SIG in the future
- A list of the activities you will organize and/or participate in at the conference (see *Expectations for the SIG Leader Receiving the Subsidy* above)
- A statement of your commitment to organize and/or participate in the activities and your agreement to abide by the selection process

This email will serve as the signed commitment letter between the CIC SIG management team and the leader who is selected for a subsidy.