



Administrative Manual
Code: AU Human Resources

AU3000 – CONFERENCES – FINANCIAL CONTRIBUTIONS OF

1.0 PURPOSE

To provide guidelines for Interior Health (IH) funding of hosted, co-hosted or supported health related or professional conferences.

This Policy is not intended to address the issue of payment of registration or other costs for staff to attend conferences. Please see AU1150 [Learning and Development Request Policy](#).

2.0 DEFINITIONS

TERM	DEFINITION
Co-hosted Conference	A health related or professional conference initiated and or managed in partnership with one or more external contributor.
External Contributor	A corporation or other private entity which provides funding and/or services to IH in exchange for the right to display its corporate name/logo, products or information about services at an IH hosted/co-hosted conference.
Executive Lead	A Program Director, Corporate Director, Vice President or Designate.
Hosted Conference	A health related or professional conference initiated and managed internally by IH.
Supported Conference	A health related or professional conference either internal or external that IH fully or partially sponsors by providing funding and/or resources.

3.0 POLICY

3.1 IH Financial Contributions to Conferences

IH supports the participation of staff in conferences which create opportunities to present accomplishments, acquire required professional development, learn leading practices, network with peers and/or recruit colleagues to the Health Authority.

- 3.1.1 This Policy is not intended to address the issue of payment of registration or other costs for staff to attend conferences. Please see AU1150 [Learning and Development Request Policy](#) and the accompanying Policy Guide.
- 3.1.2 Hosted or Co-hosted Conferences will be approved only by the appropriate Executive Lead. Approval will be based on the value of the conference for staff, the organization and/or the health of the general public. All conferences must align with IH's strategic directions.
- 3.1.3 The Executive Lead must take all reasonable steps to ensure that the decision process is fair and there is no bias or perception of bias in approving conferences, accepting funding from External Contributors, or when providing funding/resources for internal or external conferences (Appendix 1: Decision Considerations).

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- 3.1.4 Conference expenses must comply with IH guidelines and/or any external funding partner's guidelines in consultation with the Executive Lead. Expenses may include coverage for travel and or honorarium for external speakers.
- 3.1.5 Expenditures related to conferences must follow established IH policies and procedure, including the AP0700 Signing Authority and AU0100 Standards of Conduct for Interior Health Employees.
- 3.1.6 All hosted/co-hosted conferences must be held at an accessible government approved venue (BC Government, Ministry of Finance accessed July 2016) or receives exceptional approval by the appropriate Executive Lead.
- 3.1.7 All conference events will adhere to guidelines and recommendations from IH Communications & Culture Department for all public communications.

3.2 Conferences Hosted by Interior Health

IH Hosted Conferences will be pre-approved by the appropriate Executive Lead. Application for conference approval must include a decision brief detailing the purpose/objectives, theme, target audience and budget for the event.

- 3.2.1 All conferences hosted by IH, must not generate surplus funds, and thereby run on a cost recovery basis.
- 3.2.2 Funding may be accepted from External Contributors for Hosted Conferences provided:
 - The association of IH with the products/services of the External Contributor would not diminish the standing and/or reputation of IH as a leader in the promotion of health and healthy lifestyles;
 - The External Contributor and its products/services must not be in violation of Canadian laws or provincial / municipal regulations or Professional/College requirements.
 - There is no inference that the funding is intended to influence or could influence the External Contributor's relationship with IH;
 - Conflict of interest within AU0100-Standards of Conduct for IH Employees has been followed;
 - Any benefit derived by the External Contributor is in proportion to the funding provided; and
 - Foundations associated with IH may not be directly solicited by conference proponents without written approval of the Executive Lead or the most responsible Foundation Lead.

3.3 Partnership or Co-hosted Conferences

Co-hosted Conferences will be pre-approved by the appropriate Executive Lead. Application for conference approval for co-hosting a conference must include a decision brief detailing the purpose/objectives, theme, target audience and budget for the event.

- 3.3.1 External Contributor requirements must be followed as outlined in 3.2.2.

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3.4 External Conferences Financially Supported by IH

External conferences may be financially supported through the appropriate departmental budget within the respective portfolios if pre-approved by the appropriate Executive Lead.

3.4.1 Funding may be provided by IH for external conferences provided:

- The association of IH with the products/services/ of the potential contributor would not diminish the standing and/or reputation of IH as a leader in the promotion of health and healthy lifestyles;
- The external conference host and its products/services must not be in violation of Canadian laws or provincial / municipal regulations or Professional/College requirements; and
- The external conference host acknowledges the contribution of IH in its advertising and promotional material related to the conference.

4.0 PROCEDURES

1. Conference Organizing Body

- a. Submit a decision brief to appropriate Executive Lead to receive approval to proceed.
- b. Organize, manage and monitor the event once approved.
- c. Record revenue and expenditures into department cost centre (if applicable).
- d. Maintain all documentation related to the conference including participant lists.
- e. Provide the Executive Lead with an evaluation which includes an expenditure summary.

2. Executive Lead

- a. Review the decision brief conference request for compliance with conference criteria.
- b. Approve or deny the request
- c. If approved, authorize funds/resources
- d. Post-conference, review the evaluation and expenditure summary.

5.0 REFERENCES

- AP0700 Signing Authority Policy (July 2016)
- AU0100 Standards of Conduct for IHA Employees Policy (Nov 2014)
- AU1150 Learning and Development Request Policy (April 2016).
- British Columbia Ministry of Finance (July 2016) Accommodation Core Policy
http://www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/10_Travel.htm#10310
- Canadian Medical Association (2007). CMA Policy: Guidelines for Physicians in Interactions with Industry ([http/cma.ca](http://cma.ca))
Senior Executive (November 2016)

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APPENDIX 1: Decision considerations

The Executive Lead must take all reasonable steps to ensure that the decision process is fair and there is no bias or perception of bias in approving conferences, accepting funding from External Contributors, or when providing funding/resources for internal or external conferences.

Interior Health must be perceived to be fair and impartial, immune from pressure either by the External Contributors, Affiliated Organizations or IH staff.

Considerations

- The announced purpose of the conference is educational or instructional. Conference Plenary/Sessions address the educational needs of Interior Health (organizational) and or the individual unit /department staff.
- More than half of the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of learning and development (evidence-based presentations).
- The content of the conference is pertinent to improving individual and/or organizational performance.
- Organizers and individual presenters have disclosed any real, potential or perceived conflict of interest/ financial affiliations with contributors to the conference.
- Organizers and individual presenters may acknowledge the financial or other aid received, but they must not identify the products of the company (ies) that fund the presentation.
- Promotional displays should not be influenced by industry sponsorship of the activity. Promotional displays should not be in the same room as the educational activity.
- Although IH Conferences strive not to generate surplus funds, any surplus funds will be in the form of an unrestricted educational grant payable to Interior Health.
- Subsidies should not be accepted outside of modest meals or social events that are held as part of a conference or meeting. Hospitality and other arrangements should not be subsidized by sponsors for personal guests of attendees or faculty, including spouses or family members.
- Honaria (lost income recovery) and direct cost reimbursement for travel, lodging and meal expenses must be reasonable. Pre-conference negotiation should be considered.

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