



## Bursary Guidelines for Conferences

Conference bursaries are designed to encourage Down Syndrome Association of Hamilton (DSAH) members to attend Down syndrome related conferences with the goal of developing relationships, learning and sharing, and celebrating accomplishments.

### Eligible Conferences

Any reputable local, provincial, national, or international Down syndrome related agency or organization conference will be considered eligible. This includes but is not limited to: local Down syndrome organizations, Down Syndrome Association of Ontario (DSAO), Canadian Down Syndrome Society (CDSS), National Down Syndrome Society (NDSS), Down Syndrome Research Foundation (DSRF), and World Down Syndrome Congress (WDSC).

### Member Qualification

To qualify for the Conference Bursary, a member must:

- I. Have a current DSAH membership
- II. Be an active member (defined as having attended at least one DSAH function within the previous 12 months)
- III. For national (excluding CDSS) and international conferences, submit a written application to the Conference Bursary Coordinator and the Chair of DSAH<sup>1</sup> answering the three following questions:
  1. Why do you want to attend the conference?
  2. What do you hope to get out of the conference?
  3. What will you bring back to DSAH from the conference?
- IV. Self advocates interested in attending national (excluding CDSS) and international conferences will be encouraged to answer the questions noted in III above. It does not need to be done in writing and can be a conversation with a Board member or other member familiar to the self-advocate

• The Conference Bursary Coordinator (\*or designate) will bring the written application to the Board for review and a vote.

\* Board Chair is required to attend the CDSS conference. If Chair is unable to attend, the Vice Chair or designate will attend. Normally the Chairs travel fees and two nights accommodation are paid by CDSS. The conference fee and additional accommodation, travel and food costs (up to \$75 per day, not including alcohol) will be covered by DSAH. The DSAO representative is required to attend the DSAO conference—those fees are not covered by DSAO and will be covered in full by DSAH (accommodation, travel and food costs—up to \$75 per day, not including alcohol).

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<sup>1</sup> If the Bursary Coordinator is applying to attend the conference, another Board member will be asked by the CHAIR to consider the application. If the CHAIR is applying for a bursary, the VICE CHAIR will consider the application in his/her place.

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## Conference Costs

### Member Expenses

- Trip cancellation travel insurance is strongly recommended for those paying upfront costs
- Members are expected to pay expenses up front and submit pre-approved expenses with receipts after the conference

If upfront costs are a concern, the Board is willing to work with the chosen party to support their financial needs. If upfront costs are paid by DSAH, the member **must** purchase trip cancellation travel insurance at their own expense.

### Bursary Amount

The following bursaries will be available (per conference):

#### Local DS Organizations

DSAT, WRDSS, etc. – up to 5 members bursaries covering conference fees only.

#### Provincial

DSAO - up to 10 member bursaries covering conference fees only (in addition to the full fees of the DSAO representative. **If the conference is being held more than 100 km from Hamilton consideration will be given to covering hotel room costs for up to 3 members to attend and stay at the conference hotel.**

#### National

CDSS - to be determined on an annual basis based on location of the conference

#### International

WDSC and/or NDSS

2 bursaries up to \$2,000/each (annually)

\*\* If an international conference is held within the GTA, the number of bursaries available will increase to 4 and the amount refunded will be reduced up to \$500 each.

## Self-Advocate Support to attend Conferences

Where a self-advocate requires a support person to successfully attend a conference<sup>2</sup> – the conference registration fee (if the support person is attending the conference), travel fees (\*where reduced companion rates are available the support person is expected to apply for this and only this will be covered), accommodation, and food – up to \$75 per day, no including alcohol, will be covered as per the reimbursement procedures outlined here.

**For local conferences (e.g. in Hamilton), the Board may adjust coverage for support persons.**

## Bursary Consideration

The Board will notify members of all provincial or national bursaries being allotted, at least 4 weeks prior to the early bird deadlines of each conference, via monthly newsletter or e-mail blast.

- I. Members must submit their name for bursary consideration and approval.
  - Members will have 2 weeks from the newsletter or e-mail notification to apply.
- II. Priority will be given to those who have not received a conference bursary within the previous 12 months.
- III. Self-advocates will automatically be approved to a maximum of 50% of the total bursaries available for each of the Provincial, National, and International conferences. At any time, the Board can consider increasing the number of bursaries available to self-advocates based on interest and budget.

## Bursary Issuance

After attending the conference, members **must forward the following receipts**, via email, mail, or in-person at the DSAH Office to DSAH Bursary Co-ordinator:

- Conference registration fee
- Meals
- Workshops (if applicable)
- Hotel (if applicable)
- Travel costs (if applicable)
- Any additional costs if approved by the Conference Bursary Co-ordinator

Members can be refused reimbursement if appropriate receipts are not provided for the receipts in which they wish to be reimbursed for. A cheque for the approved expenses will be mailed/delivered to qualifying members within one month of receiving the receipts.

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<sup>2</sup> It is not automatically assumed that a self-advocate will require a support person to attend a conference (e.g. it is local and/or there is self advocate programming that does not require additional support). The self advocate and/or caregiver can advise the Board what is required to ensure his or her successful participation in a conference.