

## Expectations for Professional Conduct

Winthrop University is pleased to support your travel to attend and present/perform your scholarly work at a conference! We value the professional development of our students and faculty and we celebrate opportunities to share the excellent research and creative activities underway at Winthrop with colleagues from around the world.

While you are away from campus, please remember that you are a representative of Winthrop University at all times – when you are presenting your work, attending conference events, or relaxing between conference activities. To ensure that Winthrop maintains a reputation for excellence, it is imperative that you behave professionally in all situations.

Please review the specific expectations below:

1. You are expected to present your work at the time and in the manner prescribed by the conference. Failure to do so may result in a loss of funding; if appropriate, you may also be required to reimburse the institution for any costs already incurred.
2. You are expected to dress professionally, as appropriate for the specific conference you are attending. Please speak to your faculty mentor if you are unsure about appropriate attire.
3. You are expected to abide by all conference guidelines regarding your conduct. Remember that you represent not only yourself, but also your faculty mentor, your department, college, and Winthrop University.
4. You are expected to attend the conference on each day for which you receive funding. Note that you have received funding not only to present/perform your work, but also to engage in the professional experience of attending other presentations and interacting with your colleagues. In fact, these are some of the most important reasons for conference attendance.
5. You are expected to minimize the costs associated with conference attendance by sharing transportation and lodging expenses when possible.
6. You are expected to respect the property and rights of the hotel, the conference venue(s), and all participants and guests.
7. You are expected to abide by all federal and local laws. Please be aware that, in some states, all residents of a hotel room may be prosecuted if underage drinking occurs in that room. Also, in some states, possession of even an unopened container of alcohol is illegal for a person under the age of 21.
8. You are expected to complete your Travel Reimbursement form and provide the required supporting documentation in a timely manner (instructions to be provided by the Undergraduate Research Office). You will not receive reimbursement until this is complete. Failure to submit the completed paperwork and original receipts in a timely manner may result in a loss of funding.

I have read and understood these expectations. I agree to abide by these guidelines and the Winthrop University Student Conduct Code (<https://www.winthrop.edu/studentconduct/winthrop-university-student-handbook.aspx>).

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Student Printed Name

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Student Signature

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Date