

REQUEST FORM

“Faculty Conference Attendance”

Name: _____	Department: _____
Rank: _____	College: _____
Conference Information:	
Title: _____ _____	Location: _____
	Website: _____
Attachments: faculty should attach to this form the following:	
1. Full Paper	2. Acceptance Letter
3. Report on class coverage/substitution (as discussed with the Chair/Associate Chair)	
Number of Conferences attended this Academic Year: <input style="width: 40px; height: 20px;" type="text"/>	
Signature: _____	Date: _____
For Chair/ Associate Chair use only:	
1. Is faculty entitled to attend as per PMU policy	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Have arrangements been made for class coverage/ substitution	YES <input type="checkbox"/> NO <input type="checkbox"/>
Recommendations: _____ _____ _____	
Name: _____	Signature: _____
Web Center Confirmation:	
The paper is uploaded	YES <input type="checkbox"/> NO <input type="checkbox"/>
Name: _____	Signature: _____
For Dean's use only:	
Request Approved <input type="checkbox"/>	Request Not Approved <input type="checkbox"/>
Comments: _____ _____ _____	
Name: _____	Signature: _____

NOTE OF COMMITMENT

If the request for attending the conference is accepted, then I will comply with the following:

1. The paper presentation will be started by introducing PMU (using at least 1st 2 slides containing PMU pictures).
2. PMU logo will be shown on every slide.
3. On the last slide, PMU research and conference support will be acknowledged (PMU pictures will be included).
4. Endeavor to meet the academic community attending the conference and exchange PMU business cards with them.
5. PMU folders will be used to carry documents/ papers during the conference.
6. PMU logo pin will be used on coat collar all the time.
7. I commit to present the same paper at PMU.

Name: _____

Position: _____

Signature: _____

Date: _____