



National Capital Consortium Pediatric Residency Program Conference Attendance Policy

January 2017

The purpose of the NCC Pediatrics Conference Policy is to establish guidelines for scheduling and funding conference attendance for pediatric trainees. The Program Director has final authority on all decisions related to trainee conference attendance.

All residents are required to notify the Chief Resident and Program Director upon submission of an abstract, acceptance or invitation to present, or intent to attend a conference. The name, location, and dates of the conference as well as the resident's anticipated role should be communicated. Any resident who fails to notify the Chief Resident and Program Director in a timely manner (at the latest at the time of schedule requests for the time when the conference occurs) may be denied scheduling and/or funding accommodations. Do not wait until an abstract is accepted!

Any missed inpatient duty, call shifts, clinic, or elective days will be rescheduled at the discretion of the Chief Resident and/or Program Director with the goal of maintaining call equity between residents or of achieving minimum numbers of half-days for a rotation.

For residents presenting at national conferences

Residents who are accepted to present original research or academic projects or are invited guest speakers at national conferences are eligible to attend regardless of rotation, and conference dates do not count towards program leave. All residents are strongly encouraged to reconcile any preexisting in-house duty, call, and/or clinic schedules, as applicable, ahead of conference attendance.

Residents on away rotations are responsible for getting approval for conference attendance from the Chief Resident(s) or scheduling staff of the sponsoring institution.

For residents presenting at regional or local conferences

Regional or local conferences are defined as professional meetings that do not require travel or per diem funding (registration only). Residents who are accepted to present original research or academic projects or are invited guest speakers at regional or local conferences are eligible to attend on outpatient electives only, and conference dates do not count towards program leave. It is the responsibility of the resident to reconcile their pre-existing call and clinic schedules, as applicable, ahead of conference attendance.

For residents attending national, regional, or local conferences



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Residents who are attending national, regional, or local conferences are eligible to attend on outpatient electives only, and conference dates may count towards program leave if the requested conference days fall on the resident's duty day. It is the responsibility of the resident to reconcile their call and clinic schedules, as applicable, ahead of conference attendance.

Funding for Travel

Residents are authorized funding (program sponsored TDY/TAD) for one national conference during 3 years of residency. The conference must be one in which the resident is presenting original research or academic projects affiliated with the National Capital Consortium or is an invited guest speaker acting as a delegate from the National Capital Consortium.

Funded conferences are paid for as "all-or-none," and partial funding may not be split among multiple conferences. Full funding includes conference registration, travel costs (flights or mileage), lodging, and per diem.

Conferences where an outside organization offers to pay for travel either as cash reimbursement or in-kind gifts are subject to the overall conference policy. Residents may not directly accept cash reimbursement or in-kind gifts unless (1) the resident is on leave at the time AND the gift is cleared through the Ethics Office; or (2) the resident plans to attend on TAD/TDY orders AND a Proffer of Gift memo, on the organization's letterhead, stating the amount of reimbursement to the US Treasury, is submitted with TAD/TDY forms and cleared by the Ethics Office.

Military Leave

Program sponsored TDY/TAD does not count towards military leave. Permissive TDY may be authorized for those conferences that require travel, are not program funded, and are affiliated with the National Capital Consortium. All other conference travel may require use of military leave days depending on branch-specific travel regulations.