

## **ARTP Complimentary Entitlements**

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<b>Policy Issue Date:</b>	February 2017
<b>Next Review Date:</b>	February 2020

Members of the ARTP Board and Council may be entitled to free conference registration and accommodation for the ARTP Annual conference. This is subject to fulfilling the following criteria:

- At least 50% attendance at board meetings per annum
- To have completed all delegated actions as per meeting minutes
- Fulfilling roles and responsibilities as per terms of reference
- Responding within set time frame to ad hoc requests for decisions and opinions

Travel expenses can be claimed at each individual board members discretion. Entitlements are not accumulative or transferable.

All persons receiving any of the above:

- Should be ARTP members, with fully paid membership
- Must complete the appropriate Conference registration forms
- Cannot defer until the following year (unless exceptional circumstances)
- Must participate in conference-related duties if required. These include chairing/co-chairing sessions, ushering, manning the ARTP stand, holding the roving microphone etc.

The ARTP Conference Expenses policy applies to all conference related travel.

Any member of the Board can nominate additional members of their sub committees who have made an exceptional contribution to receive any of the above but must confirm who these people are no later than the second Board meeting of the year and additional costs will come from the sub-committee budgets. All such nominations must be approved by the Board.

Any member of an ARTP Sub-Committee that is attending a meeting at the event will be entitled to travel expenses as per the ARTP travel expenses policy. Any additional costs such as a registration or accommodation must be approved by the ARTP Board subject to an application from the chair of the Board sub-committee.

In these instances, any costs will come from the relevant sub-committees budget and not from the ARTP Conference budget. Without written confirmation, the member will be liable for all registration, accommodation and travel costs.

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