

**Acadia University
Department of Community Development**

Conference Approval Form

An “Approved Professional Conference” will normally:

- a. *be sponsored by a recognized professional organization;*
- b. *have a program which covers a variety of topics related to the practice of the profession;*
- c. *be germane to the student’s concentration and/or interests;*
- d. *have sessions which cover a minimum of two days;*
- e. *be approved by the student’s faculty advisor.*

Procedure:

- 1. *Before attending the conference, please submit this form to your faculty advisor.*
- 2. *Register for the conference.*
- 3. *Participate at the conference for **TWO (2)** full days.*
- 4. *Submit the registration receipt and the conference report including a copy of the program to the program Administrative Assistant for review by your faculty advisor.*
- 5. *Make sure that you have registered through the Registrar’s office for CODE 3100/RECR3100/4010.*

Conference Report:

The report must include a copy of the conference program, a brief description of each session, meeting, and/or event in which you took part in. The report must also include an overall evaluation of the conference.

TO BE FILLED OUT BY THE STUDENT

Student Name:	
Student Number:	
Name of Conference:	
Date of Conference:	
CONFERENCE approved by:	Date:
Conference REPORT approved by:	Date: