

Conference Services Exemption Request

In accordance with the Kansas State University Policies and Procedures Manual, Chapter 3920, Global Campus has been assigned responsibility for the coordination of university-sponsored noncredit events such as conferences, workshops and seminars. Fees are assessed for Global Campus services in accordance with a rate schedule approved by the Vice President for Administration and Finance. Exemptions to this policy may be granted on a case-by-case basis.

Event contact (person requesting exemption): _____

K-State Department/Unit: _____

Phone: _____

Email: _____

Program Name: _____

Program Dates: _____

Exemption Reason (please be specific):

Conference/event organizers should be aware of guidelines and regulations concerning the following:

- | | |
|-----------|---|
| Financial | All events should be budgeted with a positive bottom line. Possible ADA expenses should be included in the budget. |
| Contracts | All contracts must include the State of Kansas Contractual Provisions Attachment (form DA-146a) and be signed by a designee of the university president. (Source: PPM 3070) |
| Alcohol | Follow university guidelines. (Source: PPM 3053) |
| ADA | The University Notice of Nondiscrimination must appear on all promotional materials, including websites. (Source: PPM 3300) Designate a person who will establish early contact with anyone indicating the need for assistance. Every effort is to be made by the group to accommodate all ADA requests. Remember to consider dietary requirements due to health or religious purposes. |

Cancellation	A cancellation/refund clause should be included in publications and announcements.
K-State Branding	Visit with the Division of Communications and Marketing regarding the appropriate use of the K-State wordmark in print and electronic materials. Graphic standards exist for the use of the K-State wordmark in combination with other logos and college or department logos.
Copyright	All copyright laws, including music licensing, must be followed.
CAN-SPAM	If sending promotional materials by email, be aware of the CAN-SPAM Act.
Transportation	A liability exists in transportation of participants in private vehicles. Rent vehicles from university Motor Pool and follow their guidelines for safety in transporting participants. Van training is required to use university vans. (Source: PPM 6430)
Food Safety	A written permit is required for any university-sanctioned person or group engaged in dispensing any food items. (Source: PPM 3720)

The undersigned agrees to take full responsibility for this conference/event, including compliance with all University, State, and Federal guidelines and regulations applicable:

_____	_____	_____
Faculty/Staff Member	Department Head	Dean
_____	_____	_____
Date	Date	Date

Please send completed form to:

Director of Conferences and Noncredit Programs
 K-State Global Campus
 1615 Anderson Ave.
 Manhattan, KS 66502

Exemption granted by: _____
 Director, Conferences and Noncredit Programs
 Kansas State University Global Campus

_____ Date