

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. |

