

## Student Conference Exemption Request

A small student conference is one in which the main focus of and audience for the conference is students, less than 50 student registrants are anticipated, and the total budget is less than \$5,000.

Event contact (person requesting exemption): \_\_\_\_\_

K-State Department/Unit: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Program Name: \_\_\_\_\_

Program Dates: \_\_\_\_\_

### 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