Conferences and Competitions Guidebook

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Deliverables Checklist

Use this checklist to keep track of everything you need to submit (if applicable) to ensure you receive reimbursement. Further information about all items on the list can be found further in the guide. If you have any questions please contact your CCC liaison for clarification. *For a detailed checklist on documents required for each type of expense refer to the **How to Complete a CCC Cheque Requisition Form** document.*

IMPORTANT NOTE: The CCC committee will not review any applications submitted within 14 business days of the conference start date.

- ☐ Itemized receipts of ALL purchases
- ☐ Bank statement line stating the charge to your account for ALL purchases
- ☐ Correctly filled out TRSS Conferences & Competitions cheque requisition form.

  ***Refer to the sample in the How to Complete a CCC Cheque Requisition Form document
- ☐ Mailing address and phone number
- ☐ Copy of boarding pass if traveling by plane or applicable travel documentation.
- ☐ LinkedIn post with picture showcasing your experience and tagging the Conferences and Competitions Committee
- ☐ Any additional financial or marketing contingencies discussed during your application process.
- ☐ Fill out this 24/25 CCC Post-Conference Deliverables confirming submission of the required deliverables

NOTE: Please have all deliverables submitted ***within 7 business days*** after the end of the conference/competition or after receiving your approval email from your liaison, whichever is later. Failure to do so will result in forfeiture of your funding.

Congratulations on Being Funded for your External Conference/Competition!

Please read through this guidebook and the *How to Complete a CCC Cheque Requisition Form* thoroughly as it will cover all of the important information you need to know regarding the Conferences and Competitions Committee (CCC), your required deliverables and what is expected of you as a delegate representing TRSM.

What is Conferences and Competitions (CC)?

TRSS recognizes that student conferences and competitions are a key component of student life and learning at Ted Rogers School of Management and Toronto Metropolitan University. Conferences and competitions allow TRSM students to experience 'real world' business challenges in competitive environments while presenting to industry leaders. Students who participate have a richer educational experience overall; the training, collaboration and competition experience are all important learning opportunities that prepare TRSM students to excel in the business world post-graduation. Applications are assessed by the Conferences and Competitions Committee on the basis of our three pillars: academic, professional, and social.

Your CCC Liaison

The CCC is composed of current Executives and Ted Rogers School of Management Directors of TRSS. A liaison from the CCC will be assigned to you and will be your point of contact for any questions you may have before and during your journey. In addition, your CCC liaison will provide any updates necessary for your travels and ask for updates regarding the progress of your travel/accommodation plan. Communications may be conducted one-on-one or via a group chat created by the CCC liaison with all delegates attending the conference or competition.

During your trip, it is expected that you are conscious of collecting the info we require from you to avoid implications to your approved funding. Once you have returned from your conference or competition, your CCC liaison will contact you and ask you to submit your deliverables. This includes the LinkedIn post, itemized receipts of all relevant expenses, and any outstanding marketing or financial contingencies discussed. Please be advised that failure to complete this task may result in your funding being rescinded.

Conference Delegate Registration & Fees

As a delegate, you are responsible for applying to the conference and ensuring the completion of any registration forms, liability waivers, and any other documentation as required by the conference.

You are also responsible for paying all delegate fees associated with the conference, and then you will submit a reimbursement request after the conference has concluded. Please note that **reimbursements are not processed immediately** and you should **be financially sound enough to wait until the proper processes are completed and funds can be sent**. Most conferences will provide options for payment via eTransfer or Credit Card. In the event that the conference requires a cheque, please contact the TRSS Vice President of Finance at vp.finance@trssociety.ca.

For **internal conferences** you can be eligible to receive funding for the total cost of the delegate fee.

For **external conferences** you can be eligible to receive up to $1,000 in funding for the total cost of the conference, including delegate fee, travel expenses and meal (exceptions or partial funding may apply).

Travel Arrangements

If you are attending a conference outside of the City of Toronto, you'll most likely be incurring travel costs, which are also reimbursable by TRSS. **Travel costs within and to Toronto will not be reimbursed** (flights and train/bus to cities to and from outside the GTA can). It's important to book travel arrangements as soon as possible, and you should coordinate with your CCC Liaison if you have any questions. Remember that CCC will reimburse travel costs but only if all of the rules and regulations below are followed.

When choosing which method of transportation you'll need to attend your conference, you should consider all alternatives and choose ***the most economically appropriate method,*** including: by car (personal vehicle or bus), train (VIA or GO), or flight.

Most conferences will include a hotel stay, with official check-in and check-out dates arranged in the conference schedule. These are the dates you should plan your travel around. If there are no official check-in and check-out dates, you should plan your travel around the events of the conference.

> **For example,** if the first event of the conference happens on a Thursday afternoon, you should be arriving for the conference that Thursday morning, or the day of the official conference check-in. If the first event is happening at 9:00am Thursday morning, and you would not be able to travel there in time, you may need to arrive the day before.
>
> The same goes for departing travel, you are expected to leave the same day the conference ends, or the official day of conference check-out. If the conference ends at 11pm on a Saturday night, your departure day would be Sunday.

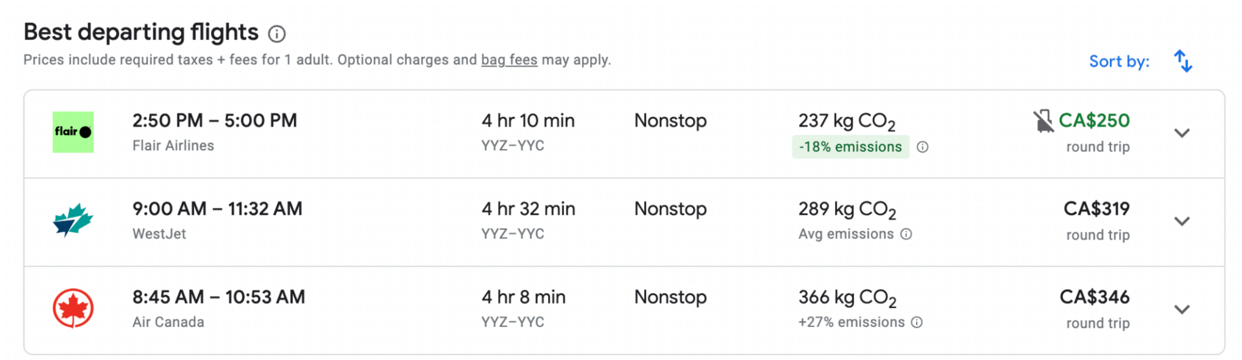
In the event that the conference you are attending requires special arrangements, such as requiring you to arrive earlier or depart later, or if you have any questions regarding travel, please confirm with your CCC liaison before making these arrangements. You should also consider ***the most economically appropriate method*** when selecting accommodations.

Methods of Transportation:

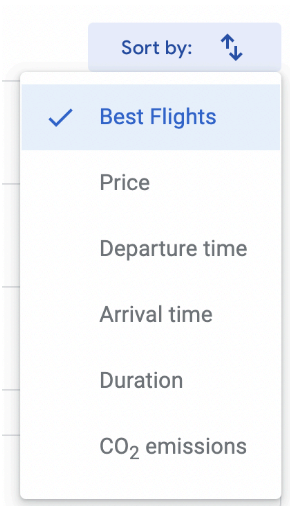
For trains, plan your trip using VIA Rail Canada or GO Train, whichever one is more applicable to your destination. When selecting a route, you are expected to select the most **cost effective option** in regards to which train service you will be riding on. If selecting trains as your method of travel, please be conscious of commute times and ensure that you are arriving before or during your conference/competition's check-in window.

For ground transportation, either to/from the conference, (or to/from the airport when the Pearson Express is unavailable), you may reimburse mileage or rideshare fees for attending the conference. If using your own car, TMU's standard reimbursement rate is $0.57 per KM driven. In the event that you do choose to drive and claim mileage for transportation, you will be required to submit a screenshot from Google Maps indicating the origin (to) and the destination (from) the location. If using a rideshare, the most economical method is to be selected. For all ground transportation, the point of origin must be the Ted Rogers School of Management (TRSM) OR if your actual point of origin, whichever is closest to the final destination. *Transportation to TRSM to depart for your conference will not be reimbursed*.

For flights, we'd suggest using *Google Flights.* Using this platform you'll be able to compare rates and pick a flight that'll get you to your destination.



When selecting a flight, you are expected to select the most ***cost effective option*** in regards to which airline you will be flying on. Please keep screenshots of the different flight options, like above, for proof. In the situation that we request for this documentation and you do not have it, it may result in non-reimbursement for that expense.



To make sure you're obtaining the most cost effective flight you can click the sort by button and switch it from ***"Best Flights"*** over to sort by ***"Price"***.

Using the example above you can see that in this case you'd select ***"WestJet"*** due to **"Flair Airlines"** not permitting any carry-ons without the addition of an extra fee.

Any travel arrangements deemed unnecessary or that do not follow the regulations above will not be reimbursed. Checked luggage is a case-by-case basis, please contact your CCC liaison for more information.

TO BE REIMBURSED FOR AIRFARE, you MUST retain your boarding pass and submit it with your cheque requisition.

Meals

As part of the reimbursement from CCC, meals are also eligible to be reimbursed. **NOTE:** *that the only meals that will be reimbursed are for days and/ or times in which food isn't included on the conference agenda, or if there are any dietary restrictions. You will be required to send a copy of the conference agenda to your CCC liaison.*

Under the circumstance there isn't food provided by the conference host, you can choose between two options, based on whichever costs less, when submitting for reimbursement:

1. By claiming the actual meal costs with itemized receipts and a screenshot of the bank/ credit card statement line to support the purchase.
    a. Example, if your total cost of food for the day is less than the maximum daily allowance listed below
2. By claiming the maximum daily allowance, or per diem value, according to the location and meal.

Maximum daily allowance	Travel in	Recommended per diem value
$50 CAD	Canada	Breakfast $10, Lunch $15, Dinner $25
$50 USD	Outside of Canada	Breakfast $10, Lunch $15, Dinner $25

    a. Example, if your total food for the day is greater than the maximum daily allowance listed above.

Important Note:
All itemized receipts (and credit/debit card machine receipts) must be kept for the reimbursement process, along with the bank line stating the charge on your account. <u>If the amount charged to your bank account does not match the amount on the receipt, you cannot be reimbursed for that expense</u> (e-transfer purchases are reviewed on a case-to-case basis).

The Ted Rogers Students' Society does not cover any cost associated with alcoholic beverages. Please ask for alcoholic beverage purchases to be separated from the food bill if you choose to drink responsibly at the meal.

Choose either no tip, the lowest tip/gratuity, or to the maximum standard of 15-18%.

Finances & Administrative Duties

- Reimbursement for expenses not budgeted in your CCC application can be rejected.
    - If your budgeted amount needs to be adjusted prior to or during your conference, please contact your CCC liaison. However, note that adjustments would be viewed on a case-by-case basis and can be rejected.
- Please keep all receipts (must be itemized) and all travel documents, these must be submitted to TRSS in a Google Drive folder through the Post-Conference Deliverables form.
- Provide a **TMU Cheque Requisition Form** with all the required documentation to be reimbursed. Ensure all your relevant documents are attached/added after the cheque requisition form in **ONE PDF DOCUMENT**. If you are concerned whether reimbursement for an expense is applicable, please check with your CCC liaison first.
    - **DO NOT submit your cheque requisition form to TRSS' Finance Department directly. Please submit the following to TRSS by completing the CCC Post-Conference Deliverables form.**
        - 1) Your mailing address (Suite/Apt # if applicable, Street Address, City, Province, Postal Code)
        - 2) A Google Drive folder containing all relevant documents (all itemized receipts, bank statement lines, boarding passes and copy of your cheque requisition)
        - 3) Cheque Requisition Form with all receipts and proof of payments in ONE PDF DOCUMENT
    - Please enter all foreign currencies (including USD) in CAD on the cheque requisition. **TRSS does not reimburse in foreign currency.**
- An example to fill out a cheque requisition form is in the How to Complete a CCC Cheque Requisition Form document.
    - All cheque requisitions are reviewed by the TRSS finance team and approved by TMU finance, fill out the form to the best of your abilities.

E-Transfer Purchases:

E-transfer is not a recommended form of payment and reimbursements for it are reviewed on a case-by-case basis. If you pay by e-transfer you will need to provide the documentation stated below. You may also be contacted for additional information or documentation as needed or your reimbursement request may be rejected for reasons relating to lack of documentation.

- There are 2 scenarios:

1. If you apply for CCC as a group, the person who paid for the total will receive reimbursement for the total approved amount. The Competitions and Conference Committee, TRSS Finance team, TRSS and TRSM/TMU Finance team will not be held responsible to ensure that your team has split the reimbursed amount amongst yourselves. The following documentation must be submitted to the Post-Conference Deliverables form:
    - Bank statement line stating the charge to your account for the total amount
    - Itemized receipt for the total amount
    - List of full names, TMU email addresses, and how the charge was divided among the individuals that in the group
2. If you did not apply as group or want to receive reimbursement individually, must provide the following documentation:
    - Bank statement line stating the charge to the account <u>for the total amount</u>
    - Itemized receipt <u>for the total amount</u>
    - List of full names, TMU email addresses, and how the charge was divided among the individuals that in the group
    - Screenshot proof of your individual e-transfer payment

Note: You CANNOT receive e-transfer reimbursement for food purchases, e-transfer typically applies to larger expenses such as conference tickets, travel, and accommodation.

If you have questions, concerns, or a different situation from the scenarios above - regarding e-transfer reimbursement - please email your liaison with vp.finance@trssociety CC'd.

NOTE: All reimbursements and approved funding amounts are subject to financial policies and approval from the TMU Finance department.

Approved amounts can be changed based on financial policies and regulations. You will be contacted by either a liaison or a TRSS finance team member regarding this change.

Marketing Deliverables

As one of the contingencies in CCC funding, we require you to engage in some form of marketing efforts highlighting the value of your conference/competition experience as well as acknowledging CCC's role in helping you to attend. The primary required social media platform to share your experience on is LinkedIn however you are also able to share on Instagram, Facebook or TikTok if you choose.

CCC Social Media Post:

Your LinkedIn post should include content around your experience at the conference/competition. This can be posting pictures/stories of the speakers, activities, and events that are officially hosted by the conference organizers. You are encouraged to showcase your favourite moments and what you learned from the conference. We ask you to refrain from posting pictures/videos of unofficial socials that do not reflect yourself and the conference professionally.

The tag for the Ted Rogers Students' Society on Instagram and TikTok is @trssociety and on LinkedIn is @Ted Rogers Students' Society. Please use the hashtag #ThankYouCCC when posting content on social media platforms.

You will be required to add a link to your LinkedIn post to this Post-Conference Deliverables Google Form to show that you have completed the marketing deliverables.

Representing TRSM

At the conference/competition, you will not only represent yourself but all of your peers at the Ted Rogers School of Management (TRSM). Here are some expectations that should be held:

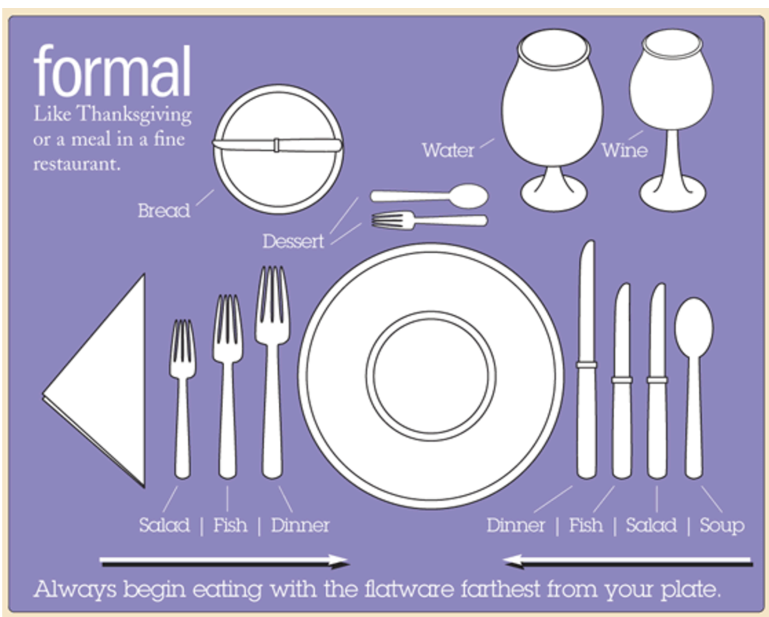
1. Act professionally
    - Faculty from other schools and industry professionals will be in attendance at the conference/competition. Be sure to treat everyone with respect and ensure the TRSM name is being held to the highest standard.
    - A good framework for your behaviour is to act as if the Dean is watching.
2. Be responsible
    - We understand there are social outings that occur after the conference. Have fun, but please ensure you are conscious of your surroundings and your actions. You are not only representing TRSM during the conference but during your whole excursion.
    - Also ensure that you are able to make it for attendance the next day in a timely manner and you are able to perform as usual.

If the CCC receives any communication from any attendees or organizers of unruly behavior, missing events or any behavior unbecoming of CC, reimbursement for all conference expenses will be forfeited and you will no longer be eligible for Conference and Competitions funding in the future.

Dining Etiquette

It's important to remember that while at the conference/competition you represent TRSM even when sitting down for a meal. In the event that you are served a 3 course meal the image below will help you to understand exactly what the purpose of every utensil on your table is used for.

Understanding the subtle differences between each tool's purpose allows you to be in a position where you will be less likely to offend, and more likely to impress! Apart from just understanding what is in front of you, it is important to remember things like chewing with your mouth closed and keeping your smartphone off the table and set to silent or vibrate.



Dress Codes

- Dress appropriately for the event by checking the dress code before hand
- The most common dress codes at conferences and competitions are business formal and business casual

Know Your School - TRSM 101

When attending conferences, it's very important to have a firm understanding and knowledge of your school so you can represent TRSM proudly. Here are some facts that are important to know as you embark on your journey.

Ted Rogers School of Management Facts:

- TRSM consists of 5 full time program schools; School of Business Management, School of Accounting and Finance, Information Technology Management, Hospitality and Tourism Management, School of Retail Management and 1 part time program school School of Health Services Management
- The **Largest** Undergraduate Business School in Canada with 12,000+ students
- **Founded in 1948** as the Faculty of Business at the Ryerson Institute of Technology
- Headed by **Dean Cynthia Holmes**
- Awarded Association of Advance Collegiate Schools of Business (**AACSB**) accreditation
- **Ted Rogers MBA** ranked #3 in Canada in Corporate Knights 2021 Better World Ranking
- Named after **Edward Samuel "Ted" Rogers**, founder and CEO of Rogers Communications
- Hosts an amazing **Co-op program**, where 90% of our graduates from the program have job offers before they even graduate
- Notable Alumni:
  - Isadore Sharp, Founder of Four Seasons
  - Braden Handley, Founder of InkBox
  - Peter Chiu, Founder of Basil Box

Ted Rogers Students' Society Facts:

- Represents all TRSM 12,000+ undergraduate students
- The umbrella organization for 30 student groups
- Operates under three pillars: **Academic, Professional, and Social**
- The **only commerce society** in the nation that **funds up to 100% for its students** to attend national and international conferences

Contact Information

In the event of an urgent or unexpected circumstance in which you cannot reach your CCC liaison and you need to get in touch with someone from TRSM, please use the following contact information:

Conferences & Competitions Committee:

- Saige McCollin, TRSS Vice President of Corporate Relations (Co - Chair of CCC)
    - E: vp.corporate@trssociety.ca
- Parsa Vafadaran, TRSS Vice President of Finance (Co - Chair of CCC)
    - E: vp.finance@trssociety.ca
- Rose Amabelle Mendoza, SAF Director (CCC Liaison)
    - E: saf@trssociety.ca
- Iliyan Karim, BM Director (CCC Liaison)
    - E: sbm2@trssociety.ca
- Ananya Malhotra, BTM Director (CCC Liaison)
    - E: btm2@trssociety.ca

Other Contacts:

- Nika Nobari, TRSS President
    - E: president@trssociety.ca
- Shabnam Ahmad, Student Engagement Manager
    - E: trsm.students@torontomu.ca

CREATED & APPROVED BY:
The Conferences and Competitions Committee (CCC)

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