

## Suffolk University Conference Delegate Contract

**Sponsoring Organization:** \_\_\_\_\_

**Conference Name:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Date/Time of Conference:** \_\_\_\_\_

I, \_\_\_\_\_, hereby agree to fulfill the terms listed below as a delegate to the \_\_\_\_\_ (CONFERENCE).

1. I understand that, as a representative of Suffolk University, I will stay with the delegation at the hotel, and return with the delegation via transportation arranged by the University. I am prepared to pay for my own transportation to and from the conference site and will submit to all deadlines for payment as communicated to me by the University/\_\_\_\_\_.
2. I understand that I am responsible for my own meals and will bring an appropriate amount of money for each day of the conference.
3. I possess a valid U.S. or other passport and will bring the passport with me for customs or other inspections.
4. I will attend all pre-conference, on-site, and post-conference delegation meetings.
5. I will attend and participate in all aspects of the Conference.
6. I realize that I am a representative of Suffolk University, and that I have been chosen by my organization to represent it and its interests.
7. As a delegate, I will engage in behaviors that are responsible and mature. Intoxication, use of illegal substances, abusive or inappropriate language and/or behavior may result in dismissal from the delegation and the Conference. If I am asked to leave, I understand that I must reimburse the organization and Suffolk University for any expenses they incurred for my participation at the Conference.
8. I will submit a Conference evaluation to the Planning Committee as appropriate.
9. I agree to appear before the \_\_\_\_\_ following the Conference to share my participation in the Conference and the information I obtained.
10. I hereby certify that I am a duly enrolled student in good academic standing at Suffolk University, and I release my cumulative grade point average to the Office of Student Activities for verification of good academic standing.
11. I will participate as a conference volunteer if requested.
12. I will meet with Suffolk University delegation and distribute attendance to sessions relevant to \_\_\_\_\_ needs.

Delegate: \_\_\_\_\_

Date: \_\_\_\_\_

Trip Advisor: \_\_\_\_\_

Date: \_\_\_\_\_