

NUMBER: ACAF 3.17 (NEW)
SECTION: Academic Affairs
SUBJECT: Conference Related Activities
DATE: January 26, 2017
Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Executive Vice President for Academic Affairs and Provost and Vice President for System Planning
Issued by: Office of the Provost

I. Policy:

This policy has been established to ensure appropriate oversight and approval of conference related activities. This policy applies to all University of South Carolina campuses.

A. Definitions:

1. Conference Related Activity– Any noncredit continuing education activity that includes workshops, conferences, seminars, training programs, professional or executive education, short courses, youth programs including camps, special events and other structured educational events.
2. Sponsoring Unit - The academic or administrative unit of the university which offers a conference related activity.
3. University Facilities - Facilities or grounds owned, leased or utilized by the university.
4. Program Approval Form (*Columbia Campus Only*) – A form submitted to designated authorities for approval to host a meeting or conference, as outlined above, where participant, exhibitor, and/or sponsorship fees will be charged and or collected by university staff or a third party meeting planner. The [Program Approval Form](#) will be submitted to the Office of Continuing Education and Conferences (CEC). The information contained in the Program Approval Form is for informational purposes only and the CEC is not responsible for programmatic or fiscal activities as associated with this program.

II. Procedure

- A. Sponsoring Unit must receive approval in advance of the meeting.

A Sponsoring Unit must submit a Program Approval Form for approval as follows:

1. For USC Columbia academic units, Office of the Provost.
 2. For USC Columbia non-academic units and university divisions, Vice President for Finance and Chief Financial Officer.
 3. For USC Palmetto College Campuses, Campus Dean or Designee.
 4. For USC System Campuses, Campus Chancellor or Designee.
- B. The university has several units that can assist university departments, colleges, and schools with meeting planning and registration services. If a sponsoring unit chooses to utilize a third party meeting planner who is not staff of the university, that entity is considered a vendor and should be pre-approved by the Office of the Provost, Chief Financial Officer/designee or campus chancellor or dean. Submit a request memo along with the vendor proposal.
- C. A Sponsoring Unit should design a conference that must:
1. Exercise due diligence in designing a conference in such a way to reflect safety considerations for all participants.
 2. Follow policy UNIV 4.00 for programs that involve minors.
 3. Follow policy UNIV 6.00 regarding scheduling facilities for conferences.
 4. Exercise fiscal responsibility:
 - a. If participant, exhibitor and/or sponsorship fees for the conference will be collected, funds shall be deposited into a designated university account.
 - b. University staff collecting funds must undergo proper background checks according to policy HR 1.90 and follow policy FINA 4.11 regarding processing and securing payments.
 - c. If another entity is involved in sponsoring the conference, a contract must be put into place outlining the responsibilities for all parties including any revenue sharing. Any such agreement must be processed according to BTRU 1.04.
 - d. All vendor contracts must be processed according to BTRU 1.04.

III. Related Policies

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University Policy BTRU 1.04 - Authority to Sign Contracts

University Policy BUSA 7.00 - Purchasing

University Policy BUSA 7.05 - Payment/Reimbursement for Personal Consumption Items at Employee's Official Headquarters

University Policy FINA 1.00 – Travel

University Policy FINA 2.12 - Accounts Payable

University Policy FINA 4.10 - Receipt and Handling of University Payments

University Policy FINA 4.11 - Credit/Debit Card Processing and Security
University Policy FINA 4.12 - University Identity Theft and Detection Program
University Policy HR 1.90 - Background and Employment Verification Checks
University Policy UNIV 4.00 - Programs Involving Minors
University Policy UNIV 5.00 - Tobacco Free Campus
University Policy UNIV 6.00 - Calendar and Space Reservation Policy