

COVID-19 Medical Student Conference Attendance Approval Process

Due to the potential implications of COVID-19 to the safety of patients and others, UCCOM has created a centralized process for reviewing medical student requests for conference attendance.

Prior to submitting an MSSF or contacting the course director requesting permission to miss mandatory events, students will be asked to submit this completed form for review by a committee that will decide on the necessity of attendance at the conference relative to the potential risks of contracting COVID-19 and infecting others upon return to the learning environment. The review committee is composed of Drs. Aurora Bennett, Steve Baxter and Amy Guiot. If the conference attendance is approved, you will then contact the course director for permission of days off to attend the conference and to discuss possible make-up assignments.

Per the Student Handbook:

M1/2 Special Requirements for Attending a Conference

Students presenting at conferences or seminars or representing the COM at the conference who will miss a required activity must request permission from the course director to attend the conference. Notification of attendance at a conference or seminar must be received at least six weeks in advance of the start of the course in which the absence will occur. Students presenting posters or who are invited to present at a meeting must provide a copy of the invitation and, if possible, the seminar/conference agenda listing their participation.

Absence from mandatory activities is limited to two academic days (including travel time).

M3/4 Special Requirements for Attending a Conference

Students presenting at conferences or seminars or representing the COM at the conference who miss a required activity from the clerkship/elective/AI must submit an MSSF. If the student has received a Letter of Concern, the PAC chair will also be consulted on the decision.

Notification of attendance at a conference or seminar through an MSSF must be submitted with as much advance notice as possible (e.g. 6 weeks) prior to the start of the clerkship in which the absence will occur. Students presenting posters or who are invited to present at a meeting must provide a copy of the invitation and seminar/conference agenda listing their participation.

Absence from mandatory activities is limited to two academic days (including travel time)

Prior to submitting an MSSF or contacting the course director requesting permission to miss mandatory events, please submit the following information for pre-approval, a minimum of 7 weeks in advance of the planned absence, to Kristy Wilson (wilsokk@ucmail.uc.edu) who will forward to the review committee. If approved, you will then contact the course director for final permission of days off to attend the conference and discuss possible make-up assignment.

Your name _____

Academic Year _____

Name of Conference _____

Role at Conference

Poster Title _____

Presentation Title _____

Student Representative Position _____

Requested Dates to attend and present (must not exceed two academic days) _____

Mode of travel to conference _____

For overnight travel, indicate if you will share a room with others _____

Course/Events Missing at UCCOM _____

Additional comments _____

Provide copy of acceptance letter for abstract or of invitation to attend as a student representative to an organization.