

Wounds Australia Conference Attendance Awards

Guidelines and Procedures

General overview:

Wounds Australia may at its discretion to offer Wounds Australia Conference Attendance Awards to its members to attend the Wounds Australia National Conference which will be held from 24 to 26 October 2018 in Adelaide. The Attendance Awards will aim to cover conference registration, accommodation and travel expenses.

Wounds Australia will award a minimum of 5 Conference Attendance Awards, each with a maximum value of \$1,500 for each award.

The objectives of the Attendance Awards are to:

- Provide financial support for Wounds Australia members to attend the Wounds Australia National Conference, taking into account geographical location, previous support, external support and the members' contribution to Wounds Australia.
- Support the members of Wounds Australia to access and participate in professional development that will further the vision and mission of Wounds Australia.

Wounds Australia's Vision: People with a wound receive best practice wound care and management to heal their wound.

Wounds Australia's Mission: To advance best practice in wound care and management through awareness raising, advocacy, and knowledge sharing.

Terms and Conditions of the Conference Attendance Awards:

1. The applicant must be a financial member of Wounds Australia at the time of application and must continue to be a financial member for the duration of the National Conference.

2. When a member has requested an Award of more than \$1,000, the member must have maintained their financial membership status for at least three years prior to the date of application.
3. All applicants must include a breakdown of costs in their application. Only reasonable costs will be covered. Travel costs must be consistent with the Wounds Australia's travel policy (available upon request).
4. Wounds Australia retains the right to award all or part of the requested amount. Wounds Australia will make arrangements to pay the cost of conference registration directly, at the Early Bird registration price. When a successful applicant has already registered for the conference and incurred costs the Attendance Award will reimburse the winning member.
5. Fund will be paid to the successful applicant by bank transfer from Wounds Australia. Receipts for funds spent are required to be provided to Wounds Australia upon request. If the applicant is unable to provide receipts or other evidence that the Award was used for the purpose of attending the National Conference, the applicant must return the funds to Wounds Australia.
6. The Attendance Awards will not provide funds for meals, entertainment and social functions other than those included in the conference registration fee.
7. may not be sufficient to cover the expenses of meals and entertainment except the components included in the conference registration fee.
8. Wounds Australia retains its rights to publish the winning members' names on the Wounds Australia website.
9. The Attendance Award can only be used to attend the national conference. The Award can not be transferred to any other activity.
10. Wounds Australia is not legally liable for any financial or legal responsibilities incurred by the Award recipient.
11. All Award recipients must write an article describing how the knowledge gained by attending the conference helped them to champion the vision and mission of Wounds Australia within one month of attending the Conference.

12. During the conference, recipients of the Award are required to attend a presentation at which their Awards will be acknowledged by Wounds Australia.
13. If the Award recipient delivers a presentations about their attendance at the National Conference, their presentation must acknowledge that they received financial support from Wounds Australia to attend the conference.

Attendance Awards application process:

Attendance Award applications will open on a monthly basis from March to July 2018. Members will be able to access the online application through the Wounds Australia website.

1. All members can apply for an Attendance Award online. A paper base application form will be available on a request made to admin@woundsaustralia.com.au.
2. Applications for Attendance Awards will open on the first day of each month and will close on the 25th day of each month. Successful and unsuccessful applicants will be advised of the outcome via email by the 7th Day of each month.
3. Wounds Australia will advise members of the opening of applications via an eBlast which will contain a web link to the application portal.
4. All applicants must answer all required questions and incomplete applications will not be considered.
5. Wounds Australia will assess all complete applications and determine an order of merit.
6. The order of merit is valid for that month's application round only.
7. The order of merit will not be made publicly available and applicants will not be informed of their rank.
8. The Attendance Award will be offered to one applicant in each round. Successful applicants will be offered an Attendance Award by email and must accept the Award by email within the timeframe specified.
9. Applicants who are unsuccessful may apply again by submitting a new application in the next round of applications.

10. If an applicant decides to forfeit or declines an offer of an Attendance Award, the award will be offered to the next applicant based on order of merit.
11. There is no appeal process for the Wounds Australia Conference Attendance Award. The applicants may not appeal Wounds Australia's decision.

To apply:

Please click here: [Application form](#)