



PRIDoC 2024 Funding Policies and Procedures

1. Application Process

Who is eligible to apply for this funding?

IPAC members with active memberships who are interested in attending PRIDoC 2024 and can fully participate from Monday, December 2 to Friday, December 6, are eligible to apply.

Who will be given priority:

- Do not currently have other sources of funding
- have an expressed need
- recently/currently serve as IPAC volunteers Ex. board members, committee members
- are presenting at PRIDoC 2024.

Important Dates

September 13 or sooner: Apply

September 20 or sooner: IPAC responds to applicants

September 21-30: Successful applicants register, book accommodation and book flights

How do I apply for the funding?

Fill out the PRIDoC 2024 Funding Request Form by Friday, September 13th, 12 PM ET.

When will I be notified if I have been awarded the funding?

The successful applicants will be notified on or before September 20th.

2. Funding Details

What expenses does the funding cover?

The funding, **up to \$5,000**, towards congress registration fees, return economy flights to Adelaide from your nearest major airport, accommodation expenses for 5 nights (December 1-6) during PRIDoC 2024 and mandatory insurance.. **Emergency travel medical insurance and trip cancellation insurance are mandatory.** Priority is given to covering registration costs, flights, and accommodation. If there is a balance after purchasing registration fees, flights, accommodation and mandatory insurance, ground transportation and travel meals outside of the conference may also be reimbursed up to a total of \$5,000 FOR ALL EXPENSES.

What if I have unique travel requests? EX. extended travel, business class, stopovers etc.? We will ask you to email a screenshot, taken the same day that you book your flight, demonstrating the differences in fare(s) and will reimburse you for what your flight would have cost had you flown economy directly to and from Adelaide.

What if I receive funding from another source?

Please be aware that if you secure funding from another source, such as your school or another organization, after being approved for this grant, you must notify us and either return the funds or transfer them to another eligible member in your department, with IPAC's approval.

3. Travel Arrangements

Who is responsible for making travel arrangements?

The recipient of the funding will be responsible for arranging their own travel, including booking flights. All logistics must be managed by the recipient. You must register, book accommodation and book flights by September 30th. Please note, accommodations are booked at the time of congress registration. **Emergency travel medical insurance and trip cancellation insurance are mandatory.**

How long does it take to get reimbursed for approved travel expenses?

So long as your travel expense form is complete, all receipts are provided and your expenses are pre-approved, we will reimburse you within 5 business days. Please note our winter office closure December 24, 2024-January 2, 2025.

What if I cannot pay in first instance?

If you are unable to pay in first instance, this does not affect your eligibility. IPAC will work with you on making the travel arrangements.

May I bring a travel companion?

If you bring a travel companion to PRIDoC and wish for them to attend, you will need to cover their guest registration. This funding cannot be used for any expenses related to a travel companion.

4. Unexpected Outcomes

What happens if I can't attend PRIDoC 2024 after being approved for funding?

If you are unable to attend after receiving the funding, please notify us as soon as possible so that the funds can be allocated to another member.

What happens if I cannot attend PRIDoC 2024 after receiving funds or committing to payment of funds?

It will be your responsibility to inform IPAC right away; obtain refunds where possible and if needed complete a trip cancellation insurance claim and return 100% of the funds to IPAC.

What if I need to change my flight?

Flight changes for personal reasons are the responsibility of the funding recipient. IPAC will not make the arrangements or pay any cost differences.

Flight changes resulting from factors beyond your control (e.g., airline issues, weather) are the responsibility of the recipient. The recipient must take necessary steps and coordinate with the airline to rebook their flight in order to fully participate in the conference.

What happens if I accidentally miss my flight?

The recipient must take necessary steps and coordinate with the airline to rebook their flight at their own cost or reimburse IPAC the full amount of the flight, accommodation, registration and insurance..

What happens if I have to cancel my PRIDoC Registration?

Registration cancellations received by AIDA up to 30 days prior to the Congress will receive a full refund, less a \$150 cancellation fee. Registration cancellations received by AIDA less than 30 days and up to 7 days prior to the Congress will receive a 50% refund. No refunds will be given for registration cancellations received by AIDA within seven days of the Congress; however, a substitute delegate may be nominated by IPAC.

<https://aida.eventsair.com/pridoc-2024/terms-and-conditions>

What happens if I need to cancel my accommodations?

Refunds from any deposits forwarded to hotels, tour companies or other related business will be at the discretion of the supplier. Please reach out to conference organizers for assistance conference@aomevents.com

<https://aida.eventsair.com/pridoc-2024/terms-and-conditions>

5. Administrative Requirements

A PRIDoC 2024 Delegate Commitment Form must be signed and promptly returned within 48 business hours. Any delays in returning this form may result in forfeiture of the funding.

[PRIDoc 2024 Delegate Commitment Form](#)

An IPAC Travel Expense Form with receipts and any relevant screen shots must be submitted in order to be reimbursed. This form will be provided to you by our Events and Administrative Coordinator once you have signed and submitted your PRIDoC 2024 Delegate Commitment Form.

An Impact Letter must be emailed to IPAC, addressed to the Canadian Medical Association thanking them for their funding for PRIDoC, within 14 days after the completion of the conference. This letter should include what you found valuable about attending PRIDoC.