



## **Conference Scholarship Guidelines**

The Association of Legal Administrators offers some of the most comprehensive educational conferences available to legal management professionals. Featuring dynamic and relevant education presented by recognized leaders in their field, the ALA conferences enhance the attendee's knowledge, continue to develop their leadership and management skills, and enable them to achieve greater personal and professional growth.

Whenever possible the Boston Chapter is happy to award a limited number of conference scholarships to the Annual, Region 1 and/or subject matter ALA conferences to make these educational events available to members who might not otherwise be able to attend.

To be eligible for a conference scholarship you must have been a Boston Chapter Member for at least one year (except for any New Member scholarship), and you cannot have been the recipient of a Boston Chapter conference scholarship in the current or prior calendar year.

As a recipient of a conference scholarship from the Boston Chapter, there is an expectation you will make the most of this opportunity by attending as many educational sessions as possible throughout the duration of the conference. Scholarship recipients are **REQUIRED** to serve as a Session Manager at the Conference. We also expect you will take advantage of the valuable networking opportunities available at various conference events, including receptions, lunches, expositions and idea exchanges. A brief summary of the recipient's conference experience is expected to be presented to the Board, and shared with the Chapter, to learn about the recipient's educational experience and any new resources gained at the conference.

The scholarship amount is set prior to each conference considering early bird or actual registration cost, conference discounted hotel rates, and travel from the Boston area, and is intended to offset the scholarship recipient's costs towards attendance, including conference registration, reasonable transportation expenses, hotel, and \$25/day meal allowance (breakfast and lunch are provided at the conference). It is recommended recipients take advantage of any early bird conference registration specials and discounted hotel rates. The scholarship amount for each conference will be confirmed with each recipient when the scholarship is given. This means that when the conference has concluded recipients may submit allowable incurred expenses up to the stated amount for reimbursement relating to their attendance at the conference, as noted above. All receipts should be submitted no later than 30 business days after the event. Certain expenses such as airfare upgrades, use of frequent flyer mileage and liquor are not reimbursable. Please refer to the Reimbursement Voucher and Policy at <http://www.alaboston.org/resources/handouts.html>.

If a recipient is unable to take advantage of an awarded conference scholarship, they must inform the Chapter's Immediate Past President as soon as possible to allow for another Boston Chapter Member to be identified for receipt of the scholarship.



If you have any questions regarding the scholarship process, please contact the Immediate Past President or any other member of the Boston Chapter Board of Directors.

For information on available conferences, please visit ALA's website at <http://www.alanet.org/>.