



**Boston
Chapter**

Conference & Exposition Award 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 awards to the Annual, business of *law*, and subject matter ALA conferences to make these educational events available to members who might not otherwise be able to attend.

As a recipient of a conference award 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. 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 award 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 winners costs towards your attendance, including conference registration, reasonable transportation expenses, hotel, and \$25/day meal allowance (breakfast and lunch are provided at the conference). To maximize the value of your award, we recommend you take advantage of any early bird conference registration specials. The award amount for each conference will be confirmed with each award winner when the award is given. This means that when the conference has concluded you may submit for up to stated amount for the permitted reimbursable expenses relating to your attendance at the conference, as noted above. Please refer to the Reimbursement Voucher and Policy at <http://www.alaboston.org/resources/handouts.html>.

If you find you are unable to attend the Educational Conference & Exposition or cannot take advantage of this conference award, please let the Chapter's Immediate Past President know as soon as possible so they can identify another Boston Chapter member who can benefit from this award.

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

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