



EASTERN VIRGINIA MEDICAL SCHOOL
DEPARTMENT OF OTOLARYNGOLOGY-HEAD AND NECK SURGERY

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POLICY ON RESIDENT ATTENDANCE AT MEETINGS

(Revised April 2003)

1. The Department will reimburse travel expenses to major meetings per academic year at which a resident gives an oral presentation of original work. Poster presentations given at basic research meetings such as the Association for Research in Otolaryngology and the Research Forum of the Annual Meeting of the American Academy of Otolaryngology-Head & Neck Surgery will also be supported. The Department Chairman must approve paid attendance at meetings other than the Academy meeting or COSM.
2. A resident's intent to travel must be communicated to the Residency Secretary at least two months in advance of the travel date. Residents should seek the most cost-effective means of travel and lodging. The Director of Resident Training and the Chairman will determine a travel stipend based on a Naval Hospital formula that considers travel costs and the planned length of stay. Travel awards for the Combined Otolaryngological Spring Meetings will be based on expenses necessary for attendance at the portion of the meeting at which the resident is presenting. A manuscript for all work must be completed and reviewed by the faculty co-author prior to presentation.
3. Resident travel grants
 - A. Travel grants are considered as one of two types:
 - i. *Non-merit grants*- This type of grant is typically donated to the department simply by submitting the name of a resident or residents attending a given meeting. An example of such a grant is the Stryker-Leibinger grant given to all programs to assist with attendance at the Academy meeting. Residents need not seek these grants and no special effort is made in order to apply for them.
 - ii. *Merit grants*- This type of grant is one for which residents must make application, which often includes the completion of an essay, enclosure of a curriculum vitae, etc. An example of such a grant is the AAOA travel grant to attend the annual Academy meeting.
 - B. It is recognized that some contributors determine the manner in which funds are to be distributed. In all other cases, final determination of grant type is at the

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KING'S DAUGHTERS
601 Children's Lane
Norfolk, VA 23507
(757) 668-9327

BON SECOURS DePAUL
MEDICAL CENTER
150 Kingsley Lane
Norfolk, VA 23505
(757) 889-6670

VIRGINIA BEACH OFFICE
933 First Colonial Road
Virginia Beach, VA 23454
(757) 422-9300

discretion of the Chairman in consultation with the Director of Resident Training. It is suggested that residents obtain this information prior to traveling.

C. Distribution of funds

- i. *Non-merit grants*- Funds from non-merit grants are divided equally among those residents traveling to the meeting for which the money was intended. When such funds for an individual resident exceed his or her travel allotment (as predetermined based on the Naval Hospital formula), the resident may use the money to defray his or her actual costs, as long as receipts are provided. In the rare event that funds exceed actual resident costs, additional money is held in the resident travel fund.
 - ii. *Merit grants*- Funds from merit grants are distributed only to that resident for whom the money was intended. When such funds for that resident exceed his or her travel allotment (as predetermined based on the Naval Hospital formula), the resident may use the money to defray his or her actual costs, as long as receipts are provided. In the rare event that funds exceed actual costs, additional money is distributed equally among the other residents, if any, traveling to that meeting, or held in the resident travel fund if no other residents are attending.
4. Chief residents may attend one major meeting per academic year at the expense of the department to a limit of \$1000, irrespective of oral presentations.
 5. Residents are required to complete the manuscripts generated from work during the research fellowship within three (3) months of completion of the work. Failure to comply will result in suspension of operating privileges. Residents completing the fellowship in December must submit an abstract for the fall Academy meeting by the February 1 due date. Residents completing the fellowship in June must submit an abstract for the spring COSM meeting by the August or September due date. Adherence to these guidelines will ensure that resident research is eligible for regional and national resident research awards.
 6. Attendance at additional meetings, at the expense of the resident and within the limits of the call schedule and the guidelines for academic leave is strongly encouraged.

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Department of Otolaryngology-Head and Neck Surgery

Barry Strasnick, M.D.
Chairman
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