



## Legislator Travel Reimbursement Scholarship Policy – Orlando, FL Events - November 2020

Women In Government (WIG) is pleased to offer travel assistance for women state legislators to attend our national conferences. A Legislator Travel Reimbursement Scholarship of up to **\$800** for either *the 26<sup>th</sup> Annual State Directors Conference* or *11<sup>th</sup> Annual Healthcare & Technology Summit* or up to **\$1000** for both conferences is available on a first-come/first-serve basis to registered legislator attendees to reimburse personal travel expenses. Reimbursable expenses include: airfare, train fare or mileage to the host city, ground transportation to the host hotel, and sleeping room accommodations (room and tax only) during conference nights only (11/17, 11/18, 11/19 & 11/20, depending on registration). Food and beverage expenses (whether during travel or outside of meals that WIG provides as part of our conference agenda), cash tips to housekeeping or other staff, and event registration fee/s are not reimbursable expenses under this scholarship.

Legislator attendees are responsible for arranging all travel to and from the conference site including reserving a room at the host hotel. A unique link and/or phone number is provided during the registration process to make a reservation within Women In Government's room block. If you need to cancel or change your flight or hotel reservation for any reason, you are responsible for notifying your airline and/or the hotel.

Participants are accountable to attend all sessions and conference events in order to receive the Legislator Travel Scholarship. Late arrival or early departure - without receiving prior approval from WIG's Executive Director - will result in a reduction of the travel scholarship award.

**All conference attendees are required to abide by WIG's Conference Code of Conduct** (see page 2 of this policy or on our website) as acknowledged during the conference registration process.

All reimbursements are issued post-conference. Awardees must fill out a Legislator Travel Reimbursement Form (provided electronically approximately one week before the conference as well as onsite) that includes a complete mailing address, signature acknowledging that the legislator attendee is not eligible for travel reimbursement from their state, and all accompanying receipts. **This completed form and all receipts must be returned to WIG (by mail or email) no later than 45 days after the conclusion of the conference, by Tuesday, January 5, 2021.**

Attendees must register and pay conference registration fee/s associated with each national conference. Legislator Registration Fee for the 2020 Orlando, FL events is **\$150** for either conference or **\$200** for both. Fees are paid online during the registration process that can be found on our website at [www.womeningovernment.org](http://www.womeningovernment.org).

### **Cancellation Policy:**

Please notify Women In Government immediately if you are unable to attend so that we may award your scholarship to another legislator. Registration Fees may or may not be refundable according to the following schedule that may also be viewed during the registration process: 100 % of registration fee will be refunded if a legislator cancels by 11/4/2020; \$125 (if registered for single conference) or \$175 (if registered for both) of the fee will be refunded from 11/5-11/12/2020. No WIG 2020 Orlando event registration fee will be refunded as of 11/13/2020.

Please note that the travel scholarship is intended for reimbursement for expenses incurred to attend WIG's 2020 Conference/s in Orlando, FL. In the event of conference cancellation due to circumstances beyond the control of Women In Government, WIG will not be responsible for registrants' costs associated with the cancelled event. Attendees may want to consider purchasing travel insurance or exploring other options when booking tickets. Please also note that Women In Government responds to and complies with all ethics inquiries from federal, state, or municipal entities.



## **Conference Code of Conduct – Adopted by the WIG Board of Directors on 9/29/2019**

### **Mission & Vision**

Women in Government (WIG) serves as a member-informed, policy-driven organization leading the nation with bold, courageous and passionate vision that empowers and mobilizes all women state legislators to drive sound policy. WIG is a non-partisan, non-profit 501(c)(3) organization led by an all-legislator Board of Directors that reflects the political and regional diversity of women policymakers nationwide.

### **Conference Objectives**

For more than 30 years, WIG's signature national conferences and state-based events offer women legislators and policy stakeholders a venue to learn about and discuss pressing issues in a thoughtful, open, and collaborative environment that fosters more informed decision-making. To that end, WIG leadership:

- Curates relevant and expert educational programming
- Increases representation and diversity in the selection of location, speakers, and panels
- Encourages and facilitates the constructive exchange of ideas
- Welcomes participants regardless of gender, gender identity, sexual orientation, disability, age, race, regional/national origin, religious beliefs, and political views

### **Code of Conduct**

Participation in WIG conferences is a privilege and subject to the observance of the organization's rules and procedures.

- Each attendee is expected to adhere to high standards of integrity, civility, and professionalism and comply with ethical standards of home legislatures in all interactions
- Intimidating, hostile, bullying, abusive, and harassing language and behavior is strictly prohibited
- Attendees, moderators/facilitators, and speakers must be respectful of others' opinions and time. Segment presentations should allow for Q&A with audience. During Q&A, audience questions must be posed in the form of a question and not preclude other attendees' opportunity to speak.
- Legislator attendees acknowledge all conditions set forth in the conference Travel Scholarship Policy. Recipients are required to attend all conference sessions in order to receive full scholarship value reimbursement.
- WIG Board of Directors reserves the right to curtail conference participation and/or benefits of any attendee who is found to be in violation of Women In Government's Code of Conduct

**WIG and each member of the legislative community must at all times comply with all applicable laws and regulations. WIG responds to and complies with all ethics inquiries from federal, state, and municipal entities.**