

CAMPUS CONFERENCES/ EVENTS



**THOMPSON
RIVERS
UNIVERSITY**

805 TRU Way
Kamloops, BC V2C 0C8
tru.ca

POLICY NUMBER	ADM 01-4
APPROVAL DATE	January 24, 2001
AUTHORITY	President
CATEGORY	Administrative
PRIMARY CONTACT	Appropriate Dean and/or Vice-President
ADMINISTRATIVE CONTACT	(TBD)

POLICY

HOSTED BY TRU (staff/departments)

In order to better profile Thompson Rivers University (TRU) at the provincial, national, and international level, TRU encourages the hosting of conferences and special events on campus by staff and departments. Normally this would include those events organized on behalf of an external sponsoring association.

Classroom space may be reserved at no charge for conferences and events organized by TRU staff and departments, provided that there is adequate space. Classrooms must be reserved through Room Bookings.

It is the responsibility of the hosting department to ensure that all marketing and promotional materials for the event use the TRU name and identity correctly and professionally. Consult with the Public Relations office for assistance.

There will be a charge for the use of space in the Campus Activity Centre. These rooms must be booked through Ancillary Services.

Financial Considerations

The following funding guidelines apply to those conferences that are organized by TRU and held on campus.

It is expected that registration fees will cover all core costs of the conference, including additional costs for facilities and security.

TRU Funds

1. TRU will host one event per conference (e.g. reception, breakfast, lunch) to a maximum of \$500 for events under 100 people and \$1,000 for events over 100 people.
2. Applications for these funds should be made through the appropriate Dean/ Director who will forward the request to the appropriate Vice-President for decision.

Other Funding Agencies

1. The TRU Alumni Association has funds available through Project Grants to assist with on-campus conferences organized by TRU. Project Grant applications are reviewed twice a year by the Association's Awards Committee following the deadlines on September 30 and January 31.

Applications to the Alumni Association must include a statement on how the conference will directly benefit TRU students and/or alumni in fields of study related to the conference topic. For Project Grant guidelines see the Association web page at <http://www.tru.ca/alumni/.html>.

2. Other funds are available through:
 - a. Venture Kamloops - Applications are welcome for those conferences taking place between October 1 - May 31.

OTHER CAMPUS CONFERENCES/EVENTS

TRU encourages the hosting of conferences and special events on campus by external organizations.

Groups that wish to utilize TRU property for conferences and events must obtain approval from Ancillary Services and sign a rental contract.

Groups that wish to utilize the TRU logo or identity for marketing and promotional purposes must consult with TRU Public Relations for approval.

TRU reserves the right to cancel any rental contract they feel violates freedom of enquiry and expression.

Freedom of Enquiry and Expression (conferences/conventions/events)

In keeping with its aim of providing an environment conducive to freedom of enquiry and expression, TRU will permit the use of its facilities for public speaking, distribution of literature (if not considered to be libellous, seditious, inciting to riot, or beyond the bounds of common decency, under the laws applicable in British Columbia), gatherings and related activities, where there is some reasonable degree of student, faculty, or staff interest, providing, specifically, that such actions:

1. Cause no interference with the orderly functioning of TRU nor infringement on the rights or privileges of others, which rights include the right to peaceful pursuit of campus activities and to enjoy the rule of law.
2. Do not contravene existing TRU Policies.
3. Comply with all TRU rules and regulations governing the use of TRU property (e.g. food and beverage, alcohol policy, advertising, health and safety, fire regulations, security, parking regulations, etc.) and conduct of students and others on the University campus.

4. Do not promote hatred or discrimination against, or expose to contempt, any person or group of persons because of colour, race, ancestry, place of origin, ethnic origin, citizenship, creed, sex, age, marital status, family status, handicap, or sexual orientation.