

POLICY ON RESIDENT ATTENDANCE AT MEETINGS 2018

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 meetings such as the Annual Meeting of the American Academy of Otolaryngology-Head & Neck Surgery or the Combined Otolaryngology Spring Meeting 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 Coordinator within a week of receiving acceptance to present at said meeting. The Coordinator will work with residents to help secure reservations for travel and lodging. Length of stay will be determined by Chairman or Program Director based on location and educational opportunities provided by the meeting. Residents should seek the most cost-effective means of travel and lodging. Travel awards for the meetings will be based on expenses necessary for attendance at the portion of the meeting at which the resident is presenting.
 - a. A manuscript for all work must be completed and reviewed by the faculty co-author prior to presentation. Before reimbursement, confirmation that a manuscript is completed must be received from the attending assigned to the project.
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.

A Clinical Practice of EVMS Medical Group

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Stephanie Moody Antonio, MD, FACS
Associate Professor

LARYNGOLOGY

John Sinacori, MD, FACS
Associate Professor
Benjamin Rubinstein, MD
Assistant Professor

PEDIATRIC OTOLARYNGOLOGY

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Professor and Vice Chairman
David Darrow, MD, DDS, FAAP
Professor

Cristina Baldassari, MD, FAAP, FACS

Associate Professor
Thomas Gallagher, DO, FAAP
Associate Professor

HEAD AND NECK CANCER

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Matthew Bak, MD, FACS
Assistant Professor
Jonathan Mark, MD, FACS
Assistant Professor
Pam Kennedy, FNP-C
Nurse Practitioner
VASCULAR ANOMALIES/
HEMANGIOMAS
David Darrow, MD DDS, FAAP
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Kent Lam, MD
Assistant Professor
FACIAL PLASTICS AND/
RECONSTRUCTIVE SURGERY
Eric Dobratz, MD
Associate Professor
William Dougherty, MD
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SKULL BASE SURGERY

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GENERAL OTOLARYNGOLOGY
Ashley Schroeder, MD
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HEARING AND BALANCE CENTER
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LOCATIONS:

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- b. It is recognized that some contributors determine the manner in which funds are distributed. In all other cases, final determination of grant type is at the discretion of the Chairman in consultation with the Director of Resident Training. It is suggested 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, 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), 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 \$1200, irrespective of oral presentations. It is again suggested the residents seek the most cost effective manner of travel and lodging including room sharing when possible.
 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.
 - a. 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. PGY-3 and 5 residents are expected to submit to VSO Meetings. Other year residents are encourage to do so, but not mandatory. When VSO is located in Hampton Roads, all residents are expected to attend the meeting, unless other clinical obligations. For meetings outside of Hampton Roads, only residents that are presenting research are expected to attend. In those cases, please notify program coordinator as soon as you are notified of your acceptance so travel can be coordinated.
 7. 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.