



ATTENDEE EXPECTATIONS

Note from the ITEP Director: The following expectations have been put into place for several reasons: 1) it is difficult for ITEP to justify federal expenditures when class attendance is not satisfactory; 2) other tribal participants who would have benefited from the training are denied the opportunity to attend; 3) ITEP functions are short, but convey a great deal of content; 4) In order to receive proper training, it is crucial that all participants cooperate with the following guidelines. Thank you for your understanding and adherence to these expectations.

The following are expectations for participants, instructors, and facilitators at ITEP training courses, internships, conferences, and meetings. These guidelines have been employed in order to continue providing useful training programs to tribal environmental professionals. The word "attendee" herein refers to **any** person attending an ITEP function such as the *2017 Southwestern Tribal Climate Change Summit*.

Attendance

Complete attendance at *2017 Southwestern Tribal Climate Change Summit* is required. If an emergency situation occurs, please consult with support staff as soon as possible.

Scholarship Recipients (only if applicable):

Lodging expenses and per diem reimbursements will be given only to participants who attend and participate in respective sessions. Participants who fail to attend summit may be billed for any pre-paid expenses and/or reimbursements may be withheld.

Tardiness and Leaving Early

Attendees are expected to arrive on time to the function and all related activities. Attendees are also expected remain on campus and attentive while the summit is in session, and to stay until the summit sessions are adjourned.

Conduct

Attendees are expected to be respectful of one another and keep discussions and activities during the function focused on the topics at hand.

Safe Working and Learning Environment

As a subsidiary of Northern Arizona University, ITEP must uphold the Safe Working and Learning Environment Policy. This policy affirms that everyone has the right to feel safe and unthreatened during ITEP functions. Discrimination or harassment of any kind by any person is not acceptable. For more information, please see the support staff for a copy of the entire policy.

Alcohol and Illegal Drug Use

The effects of alcohol consumption can impair one's ability to make sound judgments, hinder one's ability to participate effectively, and negatively impact others. Abuse of alcohol or illegal drugs will be grounds for dismissal. The summit is an alcohol and drug free event.

Cell Phones & Computers

Cell phones must be silenced during the sessions and text messaging is not allowed unless there is an emergency or that the sessions require the use of items. Use of computers during summit sessions for personal reasons (email, internet searches, etc.) is also not allowed. Experience has shown that such

activities are a distraction to both participants and presenters. Phone calls, texting, and emails can be conducted during scheduled breaks and lunches unless there is an emergency.

Attendance is mandatory and essential to positive learning outcomes. Participants are expected to arrive on time to the event and all related activities. Participants are also expected to be in the room and remain attentive while the summit sessions are in progress and to stay until the event is adjourned. NOTE: The travel scholarship reimbursement may be withheld for participants who fail to adhere to the attendance and participation expectations.

By signing below, you acknowledge that all information provided is true and that you have read and understand the terms of the scholarship as well as attendee expectations.

Scholarship Recipients:

SCHOLARSHIP IS AWARDED, IT WILL BE REIMBURSED APPROXIMATELY FOUR WEEKS AFTER THE SUMMIT.

Applicant's signature: _____

Date: _____

Supervisor's signature: _____

Date: _____

For questions or more information please contact:

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