# Sue Davies Prize - Awardee Agreement

The following agreement has been developed to ensure that such training/study, travel and representation meets the conditions laid out in the 'Sue Davies Prize Award Guidelines for Applicants' or the guidelines relevant to the Award prepared from time to time.

I, (I) (name) having been awarded the Sue Davies Prize acknowledge

- I have been granted the attendance at one of the conferences as listed in the application.

- The conference is……………………….…..

- I am aware that I am responsible for ensuring my wellbeing and actions arising during travel to and from, and during the conference and any additional training courses.

- I absolve the parties of OHTA and trustees either as a single or whole entity, from being responsible for any actions or claims arising from my taking up, travelling to or from or being in a location when undertaking the Award.

- I will notify the OHTA just prior to application for the conference, I will immediately notify the OHTA if suspension of attendance at the conference occurs or is contemplated, I will immediately notify the OHTA of the receipt of funding from other sources.

- I will notify the OHTA after attendance at the conference has been completed and furnish it with a copy of any attendance at any courses during the conference.

- I will submit to the OHTA Administration Office all claims for reimbursement of expenditure, with appropriate receipts, for approval by OHTA.

- I agree that if I fail to complete the requirements of the Sue Davies Prize, then I may be required to repay any monies advanced to me for the Award.

- Within two months, I will provide two copies of a report on attendance at the conference and its perceived benefit to my professional development in a form suitable for presentation to OHTA and the Trustees of the Sue Davies Prize, and for publication for viewing by other members of the OHTA.

- In all activities associated with the conference, I will conduct myself in a manner befitting that of a professional person.

I, (name) have read and understand and agree to the above specific conditions:


AWARDEE SIGNATURE:

DATE:

WITNESS SIGNATURE:

DATE:

WITNESS NAME:

WITNESS AFFILIATION: