

## **Excused Absence Approval Associated with Presenting at a Conference**

We accommodate students who are the lead presenter of a research project/abstract in a medical orientated milieu. The accommodation is for the actual presentation and reasonable travel time. We do not excuse students to attend entire conferences and students should expect to make up the time missed.

**For Preclinical students (MS1,MS2):** Please complete the following and submit at least 2 weeks prior your scheduled presentation

**For Clinical students (MS3,MS4):** Please complete the following and submit at least 2 weeks prior to the start of the affected Clerkship/Elective/AI

**Answer the following questions and Submit to [mbelue@uab.edu](mailto:mbelue@uab.edu)**

Which Mandatory activity(ies) are you going to miss?

What is the title of the abstract/presentation?

What is the name of the Conference/Event?

Location (City/Country):

Date of Presentation:

Time of Presentation (use CST):

**Reasonable travel time guidelines if approved:**

Local Presentations:

- For presentations at UAB, you are allowed two hours prior to the presentation and 1 hour following the presentation.
- For presentations within three hours driving time from Birmingham you are allow the full day of the presentation. (Example: Nashville, Atlanta, Montgomery etc.)

Away Presentations:

- For presentations taking place before 12pm CST you are excused starting 12pm on the previous day and for the whole day of the presentation.
- For presentations taking place after 12pm CST you are excused for the whole day of the presentation and until 12pm the following day.

International Presentations:

- Please set up an appointment with Mike Belue [mbelue@uab.edu](mailto:mbelue@uab.edu) . In general, the student will be excused for 3 consecutive days.
- Canada, Puerto Rico, and Caribbean destinations will be approved for 24 hours prior to the presentation and 24 hours following the presentation (CST)