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**SUBJECT:** External Representation at Meetings and Events Policy and Application for Conference Attendance



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**MISSION**

**Empower members to be leaders in integrative and functional nutrition**

**VISION**

**Optimize health and healing with integrative and functional nutrition**

**VALUES**

**Innovation, Integrity and Compassion**

It may be appropriate and congruent with the DIFM strategic plan to attend meetings and events sponsored by national and international government, nonprofit and for-profit organizations to cultivate, maintain and grow strategic relationships with these and other entities.

The Dietitians in Integrative and Functional Medicine (DIFM) dietetic practice group's Strategic Plan states in Goal 3, Strategy 2: Cultivate relationships with collaborators. Develop and cultivate external organizational relationships, domestic and global.

Furthermore, it mandates in Goal 1, Strategy 4: to communicate the DIFM Strategic Plan to internal and external stakeholders appropriately to be recognized leaders in integrative and functional nutrition and in Goal 2 to increase DIFM membership.

The strategic plan supports these goals in order to advance the program of work and strategic direction, providing value to our members and enhancing our educational and professional resources.

**POLICY:**

Invitations to meetings and events will be individually evaluated using the **External Representation Assessment Tool and Application for Conference Attendance documents.**

DIFM does not accept invitations to meetings and events that involve or require endorsement and/or positioning of a commercial product(s) or service(s).

It is expected that whenever possible, expenses of DIFM representatives asked to attend meetings and events at the invitation of other organizations will be reimbursed by that organization.

**In order to share the education, opportunities and relevant topics with all of our DIFM members, it is a requirement to provide a review of a session(s) or conference in a newsletter article (guidelines and requirements will be provided by our Newsletter Editor) or on our website as a blog within 2 months of conference attendance. A webinar or other educational tool may be requested upon approval as well at the executive board's discretion.**

In conjunction with the completion of these documents the DIFM representative must complete and fulfill all obligations and requirements stated within these documents within 2 months of returning from the event.

The voting members will review the assessment tool and application and approve or deny financial support for attendance to the event. The voting members may also ask key Executive Committee members to review the application if pertinent (i.e. Speaker Bureau Chair or other officers) that may objectively contribute to the evaluation process and final decision. If an applicant(s) is a voting member(s), they will be recused from the review and approval process.

Please submit as early as possible due to the process and time necessary for each evaluation. Documents may be completed and emailed to Amy Jarck at [info@integrativerd.org](mailto:info@integrativerd.org)

## Application for Conference Attendance

### Meeting or Event

Name of Meeting or Event

Date (Month/Day/Year)

DIFM Representative(s) in Attendance

Name of Sponsoring Organization/Group

Location

Describe Topic(s)/Theme

### Supporting Background

Previous Collaborations/Activities /Initiatives

Current Issues, Concerns, Challenges

Potential Collaboration Opportunities

Current Key Contact(s)

### Reasons for Attending

Purpose or Goal of Attending

Benefit to DIFM

Reason for Attending

- Appointed as DIFM Representative
- Coordinating a DIFM Booth/Table
- DIFM volunteer for conference
- Self-initiated Invitation
- Presenter/Speaker/Moderator
- Other (please explain)

Do you know how many attendees are expected to be at this event?

Topics presented/theme, key speakers or topics and event website:

Session or topic to be presented to DIFM members as an article, blog or webinar:

## Expenses

Cost of registration:

Cost of lodging (if applicable):

Airfare/Travel (if applicable):

Additional Expenses (if applicable):

Total Estimated Expenditures:

Will there be additional needs or expenses in order to promote DIFM you expect that may be incurred?

Projected quantity (marketing materials), cost?

## Attendee

Additional information or comments that may be beneficial in evaluating this application?

Name

Date Form Submitted

## Motion and Vote (for internal use)

Motion by:

Motion seconded by:

Voting Officers in favor of:

Voting Officers opposed:

Motion carried/not carried:

Date