

# USBC Awards Terms & Conditions

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While the goal of the USBC is to honor grassroots leaders with the Awards at every National Breastfeeding Conference & Convening, funding constraints and realities will guide the decision to distribute awards on a year to year basis.

An award may be suspended or terminated at any time, either at the awardee's request, or if in the opinion of the USBC Awards Committee, Conference Program Committee, or Board of Directors:

- the awardee's performance is unsatisfactory; OR
- the awardee fails to observe the terms and conditions of the award; OR
- the awardee fails to attend the conference without notice.

Awardees who are unable to attend the conference due to an emergency will need to notify the USBC Office in writing of this fact, as soon as possible. USBC will work with the awardee to ensure that there is no inadvertent financial burden upon the awardee for flight tickets bought, and hotel reservations made. The awardee will in good faith plan to participate in the events unless an unforeseen emergency arises. An awardee may choose to decline the award should their circumstances have changed since applying. *If an emergency cancellation occurs after purchase of airfare or any other nonrefundable expenses, the awardee is expected to reimburse the USBC within 6 weeks.*

## Award Provisions

- Complimentary registration to the main conference on Friday & Saturday, June 14-15 (includes all educational and networking sessions, conference materials, breakfast and lunch on Friday and Saturday, and all refreshment breaks);
- Round-trip economy-class airfare from the awardee's home airport to the Washington DC metropolitan area, booked (via the travel agent at no cost to the awardee) at least four weeks prior to departure date; should an awardee fail to make accommodations with the Events Manager through the travel agent at least 4 weeks prior to the event, airfare accommodations will be capped at \$600.
- Airline checked baggage fees (for 1 bag) will be covered if the attendee will be spending three (3) or more nights at the event/s;
- Two nights (Thursday and Friday) **shared** lodging in the conference hotel. *Note, awardees must stay in the conference hotel in order for costs to be covered.*

- Advance prepayment for awardee's ground transportation\* between home to home airport (general rule is up to \$35 in value each way, but exceptions are permitted when actual costs will be higher);
- Advance prepayment at 2019 per diem rates for meals that will be purchased\* while in transit to/from the events, and meals not provided by events;
- Advance prepayment of METRO costs from Reagan International airport (DCA) to hotel, or for other mode of transportation if pre-approved based on special circumstances (for example: late night arrival or mobility considerations)
- Special recognition and brief speaking opportunity during the main conference program (exact times TBD).

*\*When advance prepayment is issued, awardee is expected to participate fully in the event. If an emergency cancellation occurs within the time period of receiving the prepayment and the NBCC events, the awardee is expected to reimburse the USBC within 2 weeks for those advance prepayment funds.*

### **Award Exclusions**

- Reimbursement for awardee's ground transportation between Reagan (DCA) airport and conference hotel, unless as mentioned above, it has been pre-approved due to specific circumstances previously noted (the hotel is accessible via the Metro, and advance payment will be offered for the card costs);
- Airline baggage fee will not be covered if attendee will be spending less than three overnights in Bethesda;
- Additional nights lodging outside of those described above (unless pre-approved due to travel timing restrictions);
- The other one-half of the hotel room cost, for those who prefer a single room. Please note, if an awardee is bringing a guest, that guest may not sleep in the shared accommodation with another awardee. Awardees bringing guests will need to book their own room/s at the conference hotel (50% of awardee's room cost will still be covered by USBC).