Attendance at Events Decision Tree

Are you attending an event?

- **Yes**: Is this sponsored exclusively by the State and/or RowanSOM?
  - **Yes**: This is not an Event. You do not need to submit an AAE form. Generate your Request for Travel Approval Form.
  - **No**: Do you have an Agreement or Contract With the Sponsor?
    - **No**: Does this meet the definition of an Event under the Uniform Ethics Code?
      - **No**: This is not an event. You do not need to submit an AAE Form.
      - **Yes**: Are you attending as a RowanSOM Employee?
        - **Yes**: Are you expected to attend because of your job at RowanSOM?
          - **Yes**: You must submit an Attendance at Events (AAE) form prior to attending the event.
          - **No**: Do you qualify for the “Speaker’s Exception” Rule?
            - **No**: Are you attending in a Scholarly Capacity?
              - **Yes**: You must complete an Outside Activity Questionnaire (OAQ).
              - **No**: You must submit an Attendance at Events (AAE) form prior to attending the event.
        - **No**: Are you expected to attend because of your job at RowanSOM?
          - **Yes**: You must submit an Attendance at Events (AAE) form prior to attending the event.
          - **No**: You may need to discuss this with your Supervisor.
    - **Yes**: Is RowanSOM a party to the Contract?
      - **Yes**: You must complete an Outside Activity Questionnaire (OAQ).
      - **No**: This is not an Event. You do not need to submit an AAE Form.

- **No**: You may need to discuss this with your Supervisor.
**Speaker’s Exception Decision Tree**

1. **Do you qualify for the “Speaker’s Exception” Rule?**
   - Yes → **Will you be speaking, participating in a panel, discussion, presenting a poster or accepting an award?**
   - No → This *Does Not* qualify for the “Speaker’s Exception” Rule

2. **Will you be speaking, participating in a panel, discussion, presenting a poster or accepting an award?**
   - Yes → **Is the Sponsor an Interested Party?**
   - No → This *Does Not* qualify for the “Speaker’s Exception” Rule

3. **Is the Sponsor an Interested Party?**
   - Yes → **Is the Sponsor Offering to pay for any portion of the costs associated with this Event?**
   - No → No

4. **Is the Sponsor Offering to pay for any portion of the costs associated with this Event?**
   - Yes → Yes
   - No → No
Scholarly Capacity Decision Tree

Are You Attending an Event in a Scholarly Capacity?

- Yes
  - Are You a Faculty Member Of RowanSOM?
    - No
      - Non-Faculty Must Contact the Ethics Compliance Office to Obtain Permission to Attend in Scholarly Capacity
    - Yes
      - Is there a Grant/Contract with the Sponsor?
        - Yes
          - This is Not an Event. You do not Need to submit an AAE Form.
        - No
          - Are you representing RowanSOM (using your RowanSOM Title) and sharing “Intellectual Property” orally or in writing?
            - Yes
              - This could be submitted as Scholarly Capacity.
            - No
              - This Cannot be submitted as Scholarly Capacity
          - Generate your Request for Travel Form. This must not be submitted as Scholarly Capacity.