**Motion Submission/Tracking Form**

*Please title this motion as the following: EngSoc\_[Title of Motion]*

*Complete all sections. Do not fill out the result or discussion – leave blank!*

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| **Title:**  | **Conference Fees for Professional Engineers of Ontario Student Conference 2024** |
| Please give serious, relevant title followed by joke title (if desired) |
| **Mover:**  | **Ava, VP External** | **Seconder:** | **Alveena - VPI** |
| Executive’s name and role | Leave blank unless another executive has agreed to support |
| **Whereas:**  | **The Professional Engineers of Ontario Student Conference is primarily focused towards preparing students in their final year of schooling for taking on the engineering workforce, starting to work towards their P. Eng and all the opportunities that are available to them.****PEO-SC 2024 will be held at UWaterloo.** |
| Formal motivation for the motion (often includes a few statistics, facts, etc.); if multiple whereas clauses, separate with semicolons |
| **BIRT:**  | **OT EngSoc will send 6 delegates for PEO-SC 2024; the EngSoc will cover 45% of the delegates' fees & travel plus coverage of the head delegate, in this case $769.80. Any additional fees outside of delegate costs will be the responsibility of the delegates.**  |
| The formal action the motion is taking (i.e. the most important component), and includes critical info like deadlines, responsible parties, etc. – enter multiple BIRT clauses by separating with semi-colons |
| **What Problem Does the Motion Solve?** | **Consultation:** | **Alternative Actions Considered:** |
| Identify the deficiency that the resolution addresses | Which individuals and groups have you discussed the issue and your remedy for it with? | Is a formal motion necessary to address the problem/deficiency? |
| **Ensures 6 delegates are able to represent OTU and its EngSoc.**  | **President, VPX, VPA** | **Yes, a lot of money is being spent.** |
| **Action Item(s):** | **Person(s) Responsible:** | **Timeline:** |
| What will need to be done once the motion is adopted? Is a policy change mandated? Explain in detail | Who will be responsible for the implementation/execution of the motion? | What are the key dates that need to be met? |
| After the motion is adopted, the pre-registration form will need to be submitted, a delegates application form will need to be put out, an interview process will need to be conducted, an event form will need to be submitted, and a purchase request & third-party payment form will need to be submitted.  | **VPX**  | **30 days prior to the conference – this timeline provides enough time to submit the Event form and invoices** |
| **Time Implication:** | **Financial Implication:** | **Risks:** |
| What is the estimated time needed to complete the actions associated with the motion? | Estimate monetary impact; if in need of assistance in completing, please consult with the Officer Team | Identify all non-financial impacts of the motion, including reputational, legal, etc.  |
| **2 hours** | **Total of $769.80** | There are no immediate risks. This conference allows our EngSoc members to explore leadership and management pathways through attending an event that unites all Ontario Universities.  |
| **Result:** | **7:0:0**  |
| **Discussion:** |  |