

## PLANNING CONFERENCES?

### BEGIN THE PROCESS BY WORKING WITH IU PURCHASING AND IU CONFERENCES

Conference planning has become very complex. Did you know?

- A “letter of invitation” is a legitimate request for someone from another country to attend a conference in the United States. It is needed to obtain a visa. However, these same letters can fetch big money on the black market. Do you know how to spot phony requests?
- Fraudulent credit card charges can overstate your income, can take months to resolve, and can result in a monetary loss to the conference.
- There are substantial penalties for a breach of credit card security and the university can be fined thousands of dollars.
- A conference presenter from another country, who doesn’t obtain the correct visa *before* they travel, may not be allowed into the U.S., and they probably won’t get paid.
- A poorly negotiated hotel contract can result in thousands of wasted dollars.
- You can be personally liable if you sign a contract that commits funds for the university.
- There is an organization on campus that handles these issues and more – IU Conferences.