

Yale School of Medicine
REQUEST TO ATTEND A CONFERENCE FORM

Please use the form below to request an absence from a clerkship to attend a conference at which you are a lead author/presenter and directly participating in the conference presentation. Submit the completed form **to the Manager of Clerkships (see below)**.

Requests should be submitted at least 30 days prior to the start of the 12-week clerkship rotation.

Student's FIRST Name:		Student's LAST Name:	
Name of Conference:			
Location of Conference (City, State, Country):			
Conference Dates:			
Travel Dates:	Date(s) you are presenting:	# of days to be absent from the Clerkship:	Clerkship you are assigned to during the conference:
PI Name (Principal Investigator):		Academic Advisor's Name:	

Please submit this request to:

Gina Franco, Manager of Clerkships & Electives, Office of Education; gina.franco@yale.edu