

NYSPHC 2.0 Conference Policy – Revised June 2025

Beginning August 1, 2025, New York State Public Health Corps (NYSPHC) Fellowship Program Fellows will be permitted to resume travel to large professional development conferences, contingent on availability of funding. The NYSPHC Fellowship Program will support Fellows attending one large professional development conference between August 1, 2025 and April 30, 2026. Large professional development conferences include those that:

- Are located out of state;
- Are two or more days in length; and/or
- Are expected to incur more than \$500 in travel and/or registration expenses

Attendance at the NYSPHC Fellowship Program Annual Summit, New York State Public Health Association Public Health Partnership Conference, or events that the Fellow is required to staff as part of their job duties are exceptions to this policy. Requests to attend other non-routine conferences, trainings, meetings, or events that do not fall under the criteria listed above will continue to be considered for approval on a case-by-case basis.

Fellows should continue to follow the existing [non-routine travel policies and procedures](#) to request to attend conferences. Non-routine travel request submissions and approvals submitted to NYSPHC prior to April 3rd, 2025 are no longer valid, and Fellows must resubmit travel paperwork for approval. Travel requests must be sent to NYSPHCrequest@health.ny.gov with all supporting documents **at least six weeks in advance** of the trip. If there is an associated registration cost to be paid by NYSPHC/Health Research Inc., the travel request must be submitted **at least eight weeks in advance**. Approval must be received from NYSPHC prior to traveling.

As a reminder, all conferences must support the job duties of the Fellow as outlined in their Fellowship Plan. NYSPHC reserves the right to not approve the conference for reasons including but not limited to scope, cost, timing, or other factors.