Cognizant

2019 HEALTHCARE CONFERENCE
Associate Attendance
Regulations & Procedures

TOPICS

ABOUT ASSOCIATE ATTENDANCE

The associate approval process is now a formalized process that will take place from March to early May. Your BU leader will be responsible for staffing the sessions and kiosks they have been provided with the most qualified presenters and demonstrators. Additionally, a carefully selected group of executives and sales associates will be approved to attend the conference, and subject to the same evaluation and approval process. **It is solely through these processes that associates will be considered to attend the conference**.

All associates who are approved to attend the conference will receive an official confirmation email. *No travel or hotel accommodations may be reserved until this process is complete.*

SESSION & SOLUTION CENTER STAFFING PROCESS OVERVIEW

All sessions and Solution Center kiosks will be requested by your BU leader through a formal request process. During this process, your BU leader will be proposing the kiosks needed by your area, and those suggestions will be reviewed by two groups of leaders.
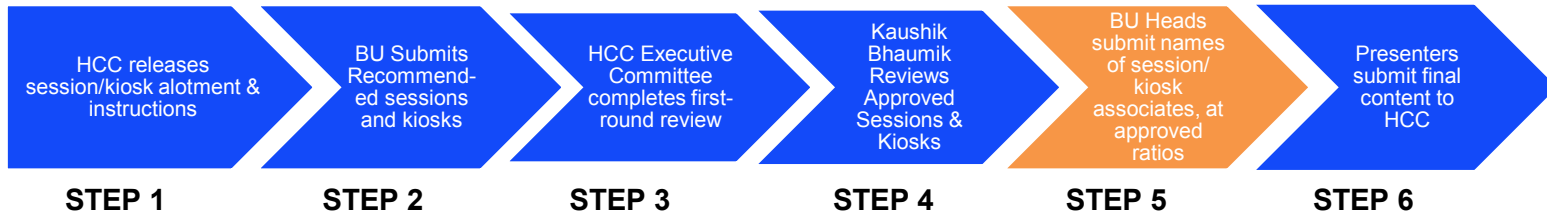
When approved, the planning process for your kiosks will begin, and your BU leader will have the opportunity to reach out to the responsible product or service areas to assess technology and staffing needs (see STEP 5 in chart below).

It is solely through this process that session and Solution Center staffing will be considered. Talk to your BU head if you have any questions or concerns.

QUESTIONS? Call 908-581-9631 or email Sheryl.Hardy@Cognizant.com

PROCESS

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
HCC releases session/kiosk alotment & instructions	BU Submits Recommended sessions and kiosks	HCC Executive Committee completes first-round review	Kaushik Bhaumik Reviews Approved Sessions & Kiosks	BU Heads submit names of session/kiosk associates, at approved ratios	Presenters submit final content to HCC

It is the BU head's responsibility to properly distribute staffing over the number of sessions they are allotted. In step one of the process outlined above, the BU head will receive their allotment. It is not until Step 5 when the BU head must identify the specific individuals responsible for staffing each area. It is recommended that in order to maintain your staffing allotment, the BU head allocates staff to cover both sessions and kiosks. **Recommended staffing ratios are as follows:**

- 1 FTE per every 2.5 sessions
- 1 FTE per every 1 kiosk

OTHER STAFFING

"Other staffing" includes client-facing associates and executives. No other Cognizant associates will be considered to support the conference.

Client-facing associates and executives will be permitted to register to attend the conference when their SBU head approves them to attend. All associates who are approved to attend the conference will receive an official confirmation email. No HCC-related activity is permitted until approval is received. ***It is solely through the registration process that each individual is able to attend.***

PROCESS

SBU heads determine which associates shall attend HCC based on alotted staffing per market. → Qualifying associates invited to register for to attend HCC → **Official notification sent to assiciates**. Associates may now book travel and accomodations.

ALLOTMENT
A pre-determined allotment of associates is provided to each market, depending on their potential client attendance. This client to associate ratio is not to be exceeded.

REQUESTS
If an associate falls outside of the categories of executive, sales, conference support or session and kiosk staff, requests for associate attendance be considered on a case-by-case basis. Associates are permitted to submit a staffing request here. Kaushik Bhaumik will provide final approval on an increase in allocated staffing. An official confirmation email must be received in order to register, book travel or hotel accommodations for the conference.

EXPENSES

The Healthcare Conference constitutes a very large expense for Cognizant. We must all be diligent in creating an event that is cost effective for our organization. Conference expenses will be monitored very closely before, during and after the conference.

All associates must be approved to attend the Healthcare Conference in order to reserve any travel or accommodations. If you are not approved to attend the conference and have attempted to be present, your accommodations will be immediately cancelled, and you may receive disciplinary action.

View the Healthcare Conference's expense review policy and procedures here.

TYPES OF EXPENSES
   a. Travel
   b. Hotel accommodations
   c. Select meals
   d. Client entertainment

PROJECT CODES
A project code is assigned to all Cognizant associates. This project code delegates from which budget the associate is paid from. Each business unit has its own project code, and all expenses are budgeted from there.

You will be required to provide a project code when you register for the conference. This project code will be used for all bill backs you are responsible for incurring (see types of bill backs in the Bill Back Policy. The project code will not be used for anything outside of these specified areas.

CONDUCT GUIDELINES

- **Receptions and Parties**
  The opening reception and theme event are wonderful opportunities to network with clients, renew old acquaintances and make new ones. Have fun, but remember that this is a business function.

- **Session Attendance**
  HCC offers a tremendous opportunity to learn about our positioning and suite of products and service solutions. Please make every effort to attend the sessions and experience the Solution Center to get the most out of the conference.

- **Alcohol**

  Feel free to have a cocktail, but know your limit and drink responsibly. Remember, this is a business function.

- **Be a Host**

  Talk to the clients! This conference is for them. Be a good host/hostess and an ambassador of Cognizant.

- **Attire**

  Dress comfortably and casually, within the guidelines established. Your attire reflects on the image of the company.

- **Free Time**

  There is time allocated on certain afternoons for activities and free time. The remainder of the conference is for business purposes.

- **Acceptable**
  - Dancing at the Theme Event
  - Attending sessions

- **Unacceptable**
  - Dancing on tables
  - Spending an afternoon at the pool