

2020 AAAAI ANNUAL MEETING SUMMARY OF SPEAKER REIMBURSEMENT/HONORARIA GUIDELINES

	Plenary (speakers and moderators)	IS Forum, Symposium, Pro/Con, Course (speakers and moderators)	Workshop (speakers and moderators)	Seminar	Abstract Session (Poster and Oral) (speakers and moderators)	2020 Keynote Session (speakers, not moderator)
MEMBERS						
Hotel	Two Nights	None	None	None	None	Two Nights
Airfare	Coach ¹	None	None	None	None	Coach ¹
Expenses	\$150	None	None	None	None	\$150
Registration	Meeting	Meeting	Meeting	Meeting	None	Meeting
Honorarium	\$1,500	None	None	None	None	\$7,500
NON-MEMBERS						
Hotel	Two Nights	Two Nights	Two Nights	None	None	Two Nights
Airfare	Coach ¹	Coach ¹	Coach ¹	None	None	Coach ¹
Expenses	\$150	\$150	\$150	None	None	\$150
Registration	Meeting	Meeting	Meeting	Meeting	None	Meeting
Honorarium	\$1,500	\$1,000	\$500	\$250	None	\$7,500
ALLIED HEALTH						
Primary Speakers:						
One or two presentations regardless of # of days - \$325; Three or Four presentations regardless of # of days - \$575. Moderators will not receive reimbursement. Please book all travel independently. 2 non-member speakers @ \$2,300 per person (Includes two nights lodging, up to \$150 expenses, up to \$500 coach airfare and \$1,000 honorarium)						

¹Airfare reimbursement is limited to \$500 for domestic speakers (from North America), \$1,500 for international speakers - not from North America.

Multiple Appearance Guidelines

The policies outlined in this chart will be strictly adhered to for all speakers making a single appearance at the Annual Meeting. When a speaker is confirmed to speak at more than one session, the following guidelines will be used to determine the appropriate reimbursement schedule:

1. Hotel room nights are NOT cumulative. A non-member who speaks at 2 workshops will not automatically receive 4 hotel nights. The AAAAI will cover as many nights as it takes for a speaker to arrive the night before his/her first session and depart the day of his/her last session.
2. The AAAAI will reimburse for only one coach airfare ticket, no matter how many sessions a single speaker is confirmed for and how far apart those sessions are.
3. The limit of reimbursable expenses is always based on the number of hotel nights the AAAAI has agreed to cover. Reimbursement is offered with receipts for up to \$75 per night.
4. The AAAAI will offer only one complimentary registration to each speaker, no matter how many sessions a single speaker is confirmed for.
5. Honoraria amounts ARE cumulative. A speaker will be offered a total honoraria equal to the sum of the individual honorarium for his/her individual sessions.