

POLICY REGARDING SPEAKER HONORARIA AND EXPENSES

The Board of Directors has approved the following policy regarding compensation and reimbursement of expenses for speakers asked to participate in the Conferences and other educational activities sponsored by AADMM:

CONFERENCE KEYNOTE and GENERAL SESSION SPEAKER (addressing the full conference audience – typically from outside the organization)

1. Honoraria are provided only on an individual basis for speakers who will provide a substantial presentation to the full conference audience. An invoice, contract, or other document outlining the financial arrangements must be submitted. Deposits will be processed upon receipt of an agreement or invoice.
2. Expenses will be reimbursed up to a maximum of \$750 for travel, lodging at the conference hotel for one night before and one night after the presentation, and meals only during travel.
3. Honoraria and expense reimbursement must be approved in advance by the Conference Committee.
4. Speakers are expected to make their own travel arrangements and request reimbursement following the event, submitting the AADMM Speaker Expense Reimbursement Form.
5. Should the speaker desire to attend the full conference, registration will be complimentary. Any separately ticketed events will be included in the complimentary conference registration, but speakers must confirm their plans to participate to avoid AADMM paying unwarranted additional costs.

CONFERENCE BREAKOUT SPEAKER OR FACILITATOR (presenting to a portion of the conference audience in concurrent sessions).

1. No honorarium will be provided. Expenses will be reimbursed up to a maximum of \$500 for travel, lodging at the conference hotel for no more than two nights, and meals during travel.
2. If the breakout speaker or facilitator is a current AADMM member, the honorarium will be a complimentary registration for the conference. No expenses will be reimbursed.
3. Speakers are expected to make their own travel arrangements and hotel arrangements, and request reimbursement following the event. Reimbursement will be made upon submission of the Speaker Expense Reimbursement Form and accompanying receipts.

CONFERENCE PANEL PRESENTERS (participating as part of a panel presentation in a general or breakout session)

1. Registration will be complimentary. Any separately ticketed events will not be included in the complimentary conference registration, but are available for speakers to purchase at the same price as conference attendees.
2. If the panel presenter is a current AADMM member, the honorarium will be a complimentary webinar registration.
3. No honorarium will be provided. No expenses will be reimbursed.
4. Participants are expected to make their own travel and hotel arrangements.

WORKSHOP LEADERS

1. For those presenting the Business Basics Workshop, or any other one-day workshop, no honorarium will be provided, but expenses for travel, lodging, and meals during travel will be reimbursed up to a maximum of \$750. Lodging expenses are limited to one night before and one night following the workshop day.
2. Reimbursement will be made upon submission of the Speaker Expense Reimbursement Form and accompanying receipts.
3. Speakers are expected to make their own travel arrangements and hotel arrangements, and request reimbursement following the event.

WEBINAR SPEAKERS

1. For those providing the content for a webinar or virtual seminar presentation, and conducting the presentation, an honorarium of \$150 will be provided.
2. If the presenter is a current AADMM member, the honorarium will be a complimentary registration for three future webinars or a \$150 discount on the next conference registration.

GENERAL PROVISIONS

1. Only one registration and expense reimbursement is provided regardless of the number of presentations at one conference.
2. Expenses of others accompanying the speaker are the responsibility of the speaker and complimentary registration is not provided.
3. The conference chair receives a complimentary registration for the conference, including any separately ticketed event.
4. Exceptions to this policy can be made upon the recommendation of the conference committee and approval of the Board.

POLICY AND PROCEDURES REGARDING USE OF SPEAKERS FROM THE MEMBERSHIP

Requirements for consideration:

1. Membership in AADMM must be current.
2. Applicants must be able to document experience relevant to the topic for which they are being considered.
3. Applicants must have at least three years of professional Daily Money Management experience to support their credibility.

Conference Breakout Speaker or Panel Participant:

1. The Speaker Application form must be completed and submitted with requested documentation to the conference committee at least eight months prior to the conference for which you wish to be considered.
2. Applications are reviewed by the conference committee and selections made and selected speakers notified at least five months prior to the event.
3. Applicants not considered for the most immediate conference will be kept on file for future consideration for a conference or other training opportunities.
4. At any time, applicants may update their information for future consideration.

Workshop Speaker or Webinar Presenter:

1. The Speaker Application form must be completed and submitted with requested documentation to the planning committee at least three months prior to the training opportunity for which you wish to be considered.
2. Applications are reviewed by the planning committee and selections made, with selected speakers notified at least two months prior to the event.
3. Applicants not considered for the most immediate event will be kept on file for future consideration for other training opportunities.
4. At any time, applicants may update their information for future consideration.