

ADA 2010 Convention Speaker Policy

Purpose: To establish policies regarding ADA Convention speaker requirements and reimbursements.

Background & Justification: ADA was founded to promote education and networking opportunities for the audiology profession. This document provides ADA Convention Planning Committees with guidance for program development, as well as to provide consistency for convention budget development each year. These policies presume that the ADA Convention is a desirable venue for member and non-member speakers to make presentations and that all speakers are valued for their contributions to the educational goals of the Academy.

Policies: The following requirements will apply for all ADA Convention speakers:

SPEAKER REQUIREMENTS: (for all ADA speakers)

- All speakers must provide handouts and collateral materials to ADA on time and in appropriate format.
- Speakers must grant permission to ADA to reproduce materials for the membership in any format (ADA Convention Program, electronic slides, ADA web site, audio taping, CD-ROM, ADA publications, etc.).
- Speakers will provide biographical and content materials, on time, sufficient to support qualification of the program offerings for continuing education credits.
- Speakers will willingly share their ideas and materials.
- Speakers will not 'sell' from the platform. However, speakers may pursue business relationships with attendees who initiate such discussion, after the presentation.
- Speakers who wish to market their materials or services for sale will be expected to participate in ADA's exhibit program through exhibiting and/or sponsorship.
- Violation of these criteria may be grounds for withdrawal of an invitation to speak.
- The Academy of Doctors of Audiology Board of Directors retains the authority to cancel any speaker, at any time, for any reason, without penalty.

SPEAKER REIMBURSEMENTS:

ADA Speakers:

Registration Fees: ADA Speakers will be eligible to receive a discounted convention rate of \$295. Registration fees to optional programs and events are the responsibility of the speaker.

Other Expenses: ADA speakers shall be responsible for all associated costs of participating in the meeting. Speakers will be expected to meet all deadlines for the meeting including providing electronic session materials to be posted to the ADA website and for creating and delivering a sufficient number of handouts to be distributed to on-site meeting attendees. ***All such expenses will be borne by the speaker.*** Exceptions will only be approved by the ADA Executive Director, following consultation with the ADA Treasurer.

ADA Invited Speakers: Occasionally, The Academy of Doctors of Audiology may expressly invite a non-member to present a keynote or other educational session to the ADA Convention on a topic of compelling interest. In such instances, The Academy of Doctors of Audiology will cover the following costs for ADA non-member invited speakers. Exceptions may be approved by the ADA Executive Director, following consultation with the ADA Treasurer.

Registration Fees: ADA Non-Member Invited Speaker Convention education registration fees will be complimentary. Registration fees to optional programs and events occurring on the day of the non-member speaker's presentation will also be complimentary.

Transportation: The Academy of Doctors of Audiology will cover one coach round-trip airfare made through ADA's official travel agent only. Airfare should not exceed \$400. ADA staff will be notified if travel expense quotation exceeds this limit, and ADA Executive Director's approval must be sought for an exception in advance of booking transportation by the non-member invited speaker for the Convention.

Hotel Accommodations: The Academy of Doctors of Audiology will cover one night's room accommodations for the non-member speaker at the official meeting hotel. Any additional room nights will be at the non-member invited speaker's expense, unless multiple presentations for ADA warrant additional housing, or due to travel scheduling requirements. All exceptions must be approved by the ADA Executive Director in advance of the Convention.

Incidental Expenses: The Academy of Doctors of Audiology will offer reimbursement for reasonable out-of-pocket travel expenses directly relating to the non-member invited speaker's participation in the Convention.

Ground transportation will be reimbursed up to \$100 - original receipts are required for all reimbursements. Automobile rental charges or taxi charges/ground transportation in excess of \$100 will not be reimbursed. ADA does not reimburse for telephone charges. Personal items such as clothing, grooming, sundries, laundry/valet, newspapers, magazines, or personal entertainment including movies, plays, in-flight, etc., will not be reimbursed.

Other Expenses: Invited speakers will be expected to meet all deadlines for the meeting including providing electronic session materials to be posted to the ADA website and for creating and delivering a sufficient number of handouts to be distributed to on-site meeting attendees. ***All such expenses will be borne by the speaker.***

Documentation: Reimbursement will be provided to a non-member invited speaker upon receipt of a completed ADA Speaker Expense Report at ADA Headquarters, with original receipts attached, and within 30 days following the Convention. Reimbursements will not be considered unless the ADA Speaker Expense Report is complete. ADA Convention staff will review all requests for reimbursement, and the Executive Director will approve payment as appropriate. Exceptions or problems will be resolved by consultation with the ADA Program Committee Chair, the ADA Treasurer and the ADA Executive Director.