

SNEB SESSION POLICIES/GUIDELINES

SNEB Member Speakers: No honorarium or travel support will be provided for member participation. All members are required to pay meeting registration fees. This includes members who present or facilitate at program sessions, oral and poster presentations, and workshops. However, one-day registration fees will be waived for member speakers who attend **ONLY** to present in a program session.

Non-Member Speakers: Speakers are encouraged to fund their own travel and associated expenses. If SNEB is asked to fund speaker costs (honoraria, travel, lodging, and per diem), the costs will be tightly controlled. **A maximum of \$500 will be reimbursed for travel related costs.** The maximum honorarium to be offered to any speaker is \$500 for a plenary session or \$200 for a concurrent session. In exceptional circumstances, the Executive Director, in consultation with the President and Annual Meeting Chair, can approve a deviation from this policy. Non-member speakers who are attending to present their speech **ONLY** are not required to pay a registration fee and will receive a complimentary one-day registration badge. Non-members attending beyond their presentation are required to pay the appropriate meeting registration fee, unless the registration fee is complimentary in lieu of honorarium or travel expenses.

Funding: Every session organizer is encouraged to identify potential funding sources for the program. The funding level should be sufficient to cover all direct costs (honorarium, airfare, hotel, meals, etc.) plus indirect costs equivalent to \$800 for a concurrent session and \$2,000 for a plenary session. Exceptions to the above honorarium and expense reimbursement policies will only be considered if funding covers all direct and indirect costs. Please provide potential funding sources and levels of funding on the form where indicated.

Funding at this level provides minimal exposure to the funding organization through inclusion of the statement "Funding for this session provided by..." with the session description in the onsite program. Additional exposure is available through session **Sponsorship** which is outlined in SNEB's Marketing Resource Guide. Please contact Rachel Daeger (rdaeger@sneb.org or 317-328-4627) for further details.