

Illinois Association for Floodplain and Stormwater Management

Invited Speaker Policy

Adopted

November 14, 2007

Purpose:

There are times when, in the interest of providing the best speakers possible to deliver quality and timely information, invited speakers may request travel reimbursement. The purpose of this policy is to establish guidelines for reimbursement of travel expenses for invited speakers at IAFSM seminars and annual conferences. Other expenses for speakers are not excluded, but must be evaluated by the Board.

Guidelines:

Under this policy, the Association will allow reimbursement of travel expenses, to the following invited speakers:

1. Any speaker at an IAFSM sponsored seminar;
2. Any Plenary speaker at the IAFSM annual conference; and
3. Any Luncheon speaker at the IAFSM annual conference.

The intent of these guidelines are not to encourage Conference and Seminar organizers to offer travel reimbursement, but to establish the option if necessary to ensure quality events. Payments up to \$250 per speaker may be included in the conference or seminar budgets without approval of the board. Payments to speakers up to conference registration fee need board approval.

This policy does not apply to speakers, at either seminars or the annual conference, who volunteer to speak, verbally or through abstracts.

Rev. May 14, 2014