

Case Management Society of New England

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Policy: 15-96 Speaker Endorsement, Honoraria and Expenses

Date: 5/24/03

The CMSNE Program Committee will follow standard guidelines with regard to endorsement, honoraria and reimbursed expenses for speakers at CMSNE programs.
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Objectives:

1. CMSNE's program committee will make every effort to acquire and retain qualified presenters that meet the educational needs of the chapter program. A general disclaimer statement regarding speakers will appear on CMSNE publications advertising educational programming sponsored by the chapter. Disclaimer: *"The content and views presented in this program are those of the independent speaker, while CMSNE endorses the pursuit of educational opportunities attendees should exercise their own professional and independent judgment when interpreting the content of the program"*.
2. Every attempt will be made to do so on a pro bono basis.
3. Every effort will be made to seek sponsorship for a speaker honorarium and expenses or the expense of such will be built into the registration fee assessed the attendees of the program
4. Honoraria for speakers utilized for CMSNE Chapter or Extension presentations will be considered based on the following criteria.
 - ◆ No further financial payment will be made by CMSNE, if the speaker is sponsored by his/her company or employer.
 - ◆ If a corporate member or other company sponsors the speaker as part of another educational program, no further financial payment will be made by CMSNE.
 - ◆ Every effort will be made by CMSNE to acknowledge the sponsorship of the speaker.
5. The honorarium for any one speaker will be at the rate of: \$100 for a 1 hour program, \$150 for a 1.5 hour program, \$200 for a 2 hour program, with reimbursement of up to \$30 for presentation materials. The program committee will determine whether extenuating circumstances qualify for reimbursement of expenses at its discretion. Each set of extenuating circumstances will be considered equally such that the committee administrates reimbursement in a just, impartial and consistent manner.
6. Recognition of CMSNE members presenting a program on behalf of the chapter is up to the discretion of the Program Committee. Recognition maybe made in the form of a token of appreciation to include (but not limited to) a plant, flower, gift certificate, CMSA pin, etc.

Key Points:

1. Speaker honoraria and expenses associated with Annual CMSNE conference and special programs will be authorized at the discretion of the planning committee of that specific event, and will follow CMSNE's budgetary policy.
2. Prior to confirming any speaker for a program the program committee representative should discuss with any presenter whether an honorarium and expenses are required. A written agreement will follow any such conversation.

Signed off: Carol A. Gleason Revised date: 5/24/03
Carol A. Gleason, CMSNE President