

Speech and Hearing BC Policy Statement & Procedures

V.1.A

AREA: Finance

SUBJECT: Annual Conference Speaker and Registration Fees

POLICY:

The conference planning committee will be provided with guidance on the fees and conference benefits to offer conference presenters and conference fees to be charged to delegates attending the conference.

PROCEDURE:

Conference presenters:

1. Invited speakers are entitled to a speaker fee, preferably to be paid in Canadian funds after services have been rendered;
2. The recommended fees for speakers are contained in the table on page 2 of this policy. Speech and Hearing BC members are encouraged to waive any presenter fee as service to the association.
3. For fees in excess of the guidelines above, prior approval must be obtained from Speech and Hearing BC EC or PC;
4. There is flexibility to negotiate speaker fees as required, provided these fees are within the approved budget (e.g. less payment in exchange for complimentary conference registration; more payment to one speaker off-set by less payment to another (speaker));
5. Invited speakers receive a per diem of \$60 Cdn (with receipts) for the day of the presentation and a maximum of two travel days on recommendation of the conference committee.
6. In addition to a speaker fee and per diem, invited speakers receive compensation for the following expenses:
 - Accommodation (with receipts)
 - two nights for full-day speakers and one night for half-day speakers, unless available transport requires a second night;

- A speaker must reside outside of a 32 km radius from the conference location;
Accommodation must be at the conference hotel.

Travel (with receipts)

- in the most efficient/economical means possible, which may be arranged by the Speech and Hearing BC office, or the speaker.

The following table illustrates this policy and adds additional guidance to the conference committee.

Speaker category		Speaker fee provided	Speaker fee amount	Travel costs covered (air, ferry, hotel with receipts)	Per diem paid (with receipts)	Conference registration covered	Conference food & beverages provided
Invited speaker	primary	yes	Up to \$5000	2 nights hotel for full day presenter; 1 night for 2.5 – 3 hours;	Yes, as per Speech and Hearing BC policy	day of presentation	yes
	secondary	yes	Up to \$2500 full day Up to \$1000 for 3 hrs Up to \$800 for 2.5 hrs Up to \$500 for 1.5 hrs Up to \$350 for 1 hr	1 night hotel for portion of day if presenter travels over 1 hour; 1 night if presenter is first speaker of day	Yes, as per Speech and Hearing BC policy	day of presentation	yes
Multiple speaker presentations		Yes	Treated as one speaker and fees and rooms will be split between speakers.				yes
Submitted paper presenters		No	Paper presenters provided free registration on day of presentation.	No	No	No	yes
Submitted poster		No	No	No	No	No	yes
Exhibitors		No	No	No	No	No	yes

Delegate Registration Fees

1. The full conference early bird registration fee for a full Speech and Hearing BC member will be the base from which other conference fees will be calculated. This fee will be set by the conference committee based on the conference budget that PC has approved;
2. The early bird rate will apply till the 2nd Friday after school resumes in September;
3. The regular conference fee will be 25% higher than the early bird fee;

4. Communication Health Assistant conference fees will be 75% of full member fees;
5. Parent and student/life/retired member conference fee will be 50% of the full member fee,
6. The increase in conference fee for non-members will be equal to the annual Speech and Hearing BC membership fee for the full conference and will be pro-rated for a one day registration.