
SNAU Conference Learning Session Speaker Fee Policy

- I. SNAU member or potential SNAU members
 - A. SNAU members or potential members are expected to register for and attend the annual conference for which they will be presenting
 - B. Conference registration will be provided (if NOT normally paid for by presenter's district)
 - C. Ask, "Is presenting part of your normal job description?"
 1. If yes, provide presenter a gift or token of appreciation not to exceed \$25 per person
 2. If No, on a case-by-case basis, with Learning Session committee approval, an honorarium may be offered to presenter(s) not to exceed \$75 per session, and which will be divided among all SNAU presenters for that session.
 - D. Reasonable conference travel may be reimbursed, as needed to avoid undue hardship on presenter (hotel and mileage); if district or other source does not provide travel
 1. Learning Session Committee may consider travel reimbursement if presenter's district or other source does not provide travel
 2. Mileage, after travel greater than 50 miles one way
 3. Hotel as needed – if it is unreasonable to travel to/from conference in one day
 - E. Reasonable reimbursement of supplies/materials (receipts required)
 - F. Handouts are the responsibility of the presenter(s)
- II. NON- SNAU Member (negotiate fees if presentations/workshops are not part of the individuals normal work responsibilities - ie health department, USU Extension, NFSMI, vendors, business, etc)
 - A. Negotiate with presenter – explain SNAU Learning Session has limited budget
 - B. Ask, "Is presenting part of your normal job description?"
 1. If yes, provide presenter a gift or token of appreciation not to exceed \$25 per person
 2. If No – negotiate fee (fee and expenses not to be automatically offered)
 - a. What is your normal speaker fee?
 - b. What can we do for trade? (within reason - ie, arrange for sell of books, ad in conference book, place coupon or information in conference book/bags, provide space for a display, etc
 - c. Any fee greater than \$200 per instruction hour, must be approved by SNAU Learning Session Committee
 - C. Does your company/organization pay travel expenses?
 1. If no - reasonable conference travel reimbursement
 - a. Mileage greater than 50 miles one way
 - b. Per Diem (on a case by case basis)
 - hotel if it is unreasonable to travel to/from conference in one day
 - meals not provided by conference, as needed, based on State of Utah reimbursement rate
- III. Reasonable reimbursement of supplies/materials used in class
 - A. Receipts required
 - B. Case by case basis
 - C. Handouts and copies the responsibility of the presenter unless otherwise negotiated