

ATA GUIDELINES TO PLAN FOR DIVISION DISTINGUISHED SPEAKERS AT THE ANNUAL CONFERENCE

ATA Divisions are encouraged to locate and recommend Distinguished Speakers for the Annual Conference. Distinguished Speakers offering educational sessions at the Conference are seen as a primary benefit to Division members, and these sessions, by offering and reporting on them in Division newsletters, increase the Divisions' vitality.

The following guidelines are intended to assist Divisions in planning for Distinguished Speakers at ATA's 52nd Annual Conference in Boston, Massachusetts (October 26-29, 2011).

Recommending and Inviting Distinguished Speakers

- ATA members are not the intended target of speaker invitations. Distinguished Speakers must be non-ATA members who have not previously presented at an ATA Annual Conference. The idea is to bring in speakers that Division members would not otherwise have the opportunity to hear.
- While speakers from outside the United States are good candidates, Divisions are reminded that there is a vast pool of talent within the United States.
- Establishing a Conference Planning Committee to recommend speakers as well as to review proposals is encouraged. It is also encouraged to seek as much member input as possible regarding speakers and topics.
- In the process of developing recommendations, it is necessary to engage in preliminary discussions with potential speakers to get an indication of their interest and availability. **Please DO NOT make any commitment to potential speakers during these preliminary discussions.**
- Once a potential speaker has been established, the Division Administrator or the Chair of the Conference Planning Committee for the Division submits a Request for Distinguished Speaker Compensation Form (attached) to Jamie Padula, Jamie@atanet.org, at ATA Headquarters by February 01, 2011. Headquarters will email a link to the Distinguished Speaker Proposal Form to each potential speaker after the Compensation Form is submitted. Proposals must then be submitted online by March 09, 2011.
- Proposals will be forwarded to the Conference Organizer (the ATA President-elect) for review.
- **The Conference Organizer** is responsible for selecting Distinguished Speakers, for issuing official invitations to speak at the Annual Conference, and for making the final decision on financial support for speakers.

Compensation for Distinguished Speakers

- should be thought of as a "catalyst" rather than as the main source of financing for a given individual's participation. In general, the principle should be that compensation is used to make possible a special event that would otherwise not occur.
- A speaker is expected to present at least two events. Reduced compensation will be given for one 60-minute session.

- In general, **pre-approved** expenses are reimbursed after the conference. In special cases, where other arrangements are desired, the Division Administrator should consult with the Executive Director by February 01.
- For reimbursement of pre-approved expenses, an **ATA Request for Reimbursement Form with attached receipts** must be submitted to Jamie Padula (Jamie@atanet.org) not later than 90 days after the conference.
- Funds are not available for meals or incidental expenses.
- Reimbursement for accommodations is available only during the conference dates.
- If travel reimbursement is not required, or if hotel accommodations are not required, Distinguished Speakers may be given an honorarium.

Compensation and Honorarium Overview

Distinguished Speakers who present at least *two events* have the following options:

- Reimbursement for accommodations (up to four nights* during the conference dates) and airfare (economy), and a waiver of the conference fee;
- **OR** conference fee waiver, reimbursement for accommodations and a \$500 honorarium;
- **OR** conference fee waiver, reimbursement for travel and a \$500 honorarium.

*Speakers presenting a pre-conference seminar on Wednesday **and** a session on Saturday may receive hotel reimbursement for a fifth night.

Distinguished Speakers who present only *one event* have the following options:

- Conference fee waiver, reimbursement for accommodations (one night only during the conference dates) and airfare (economy);
- **OR** conference fee waiver and a \$500 honorarium.

If you have any questions or concerns, please contact Chapter and Division Relations Manager Jamie Padula at Headquarters: Jamie@atanet.org or (703) 683-6100, ext. 3017.

ATA 2011 Request for Distinguished Speaker Compensation

ATA 52nd Annual Conference
Boston, Massachusetts ▪ October 26-29, 2011

Name of ATA Division:

Name and Title of Proposed Speaker:

Company/Institution:

Address:

Telephone:

Fax:

Email:

For Speakers presenting two events, please select one:

Speaker presents two 60-minute sessions during the conference *OR*

Speaker presents one 3-hour (or all-day) pre-conference seminar and one 60-minute session during the conference

For Speakers presenting one event, please select one:

Speaker presents one 60-minute session during the conference *OR*

Speaker presents one 3-hour (or all-day) pre-conference seminar

For compensation details, please refer to *ATA Guidelines to Plan for Division Distinguished Speakers at the Annual Conference*

Approval of Compensation Requested By:

Submitted By:

ATA Title:

Telephone:

Fax:

Date Submitted:

Email:

Additional Information

How would this speaker represent a significant addition to your division's educational offerings?

Presentation 1:

Presentation 2:

Do you expect any controversy to be generated by inviting this speaker, and if so, what would that be?

Presentation 1:

Presentation 2:

Working titles of proposed conference sessions (*please specify which, if any, are pre-conference*):

Presentation 1:

Presentation 2:

For Conference Organizer Only

Approved:

Yes

No

Date:

Comments:

E-mail completed form to: Jamie Padula at Jamie@atanet.org