



**American Association of Daily Money
Managers**

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POLICY REGARDING SPEAKER HONORARIA AND EXPENSES

The Board of Directors has approved the following policy regarding compensation and reimbursement of expenses for speakers asked to participate in the Conferences and other educational activities sponsored by AADMM:

CONFERENCE KEYNOTE and GENERAL SESSION SPEAKER (addressing the full conference audience)

Non-AADMM Members

1. Honoraria are provided only on an individual basis for speakers who will provide a substantial presentation to the full conference audience and provide a handout to the attendees (a handout may be waived for keynote speakers). An invoice, contract, or other document outlining the financial arrangements must be submitted. Deposits will be processed upon receipt of an agreement or invoice.
2. Expenses will be reimbursed up to a maximum of \$750 for travel (lowest available airfare/car rental that reasonably meets business travel needs), meals during travel and lodging at the conference hotel (room and tax only – no incidentals; the number of nights to be confirmed by Conference Committee).
3. Honoraria and expense reimbursement must be approved in advance by the Conference Committee.
4. Speakers are expected to make their own travel arrangements and request reimbursement following the event, submitting the AADMM Speaker Expense Reimbursement Form.
5. Should the speaker desire to attend the conference, registration will be complimentary. Separately ticketed events are not included but can be paid for by the Speaker. Speakers must confirm their plans to participate to avoid AADMM paying unwarranted additional costs.

AADMM Members

6. If the conference keynote and General Session Speaker is an AADMM Board member, there will be no expenses reimbursed, complimentary registration offered or honorariums. They must provide a handout to the attendees.
7. Non-board members will be given a complimentary conference registration and must provide a handout to the attendees. Separately ticketed events are not included and are at the expense of the member.

CONFERENCE BREAKOUT SPEAKER (presenting to a portion of the conference audience in concurrent sessions)

Non-AADMM Members

1. No monetary honorarium will be provided and a handout for attendees is expected. Complimentary conference registration will be extended for the day the person is speaking plus a reduced rate offered to attend the full conference (does not include separately ticketed events.) Expenses will be reimbursed up to a maximum of \$500 for travel (lowest available airfare/car rental that reasonably meets business travel

needs), lodging at the conference hotel for no more than two nights (room and tax only – no incidentals; the number of nights to be confirmed by Conference Committee), and meals during travel.

2. Speakers are expected to make their own travel and hotel arrangements, and request reimbursement following the event. Reimbursement will be made upon submission of the Speaker Expense Reimbursement Form and accompanying receipts.

AADMM Members

3. The honorarium will be a complimentary registration for the conference. No expenses will be reimbursed. A handout is required.
4. If the breakout speaker or facilitator is a current AADMM Board member, there will be no expenses reimbursed or complimentary registration offered.

CONFERENCE PANEL PRESENTERS (participating as part of a panel presentation in a general or breakout session; panels limited to maximum of 3 people, including the panel facilitator)

Non-AADMM Members

1. No monetary honorarium will be provided. No expenses will be reimbursed.
2. Conference registration for the day of the presentation will be complimentary with a reduced rate offered for full conference attendance. Any separately ticketed events will not be included in the complimentary conference registration, but are available for speakers to purchase at the same price as conference attendees.
3. Participants are expected to make their own travel and hotel arrangements.

AADMM Members

4. The honorarium will be a complimentary webinar registration.
5. Panel facilitators (generally AADMM members) are expected to pull together the session and handout, coordinating with panelists.
6. If the panel presenter is a current AADMM Board member, there will be no complimentary webinar registration offered.

PRE-CONFERENCE SPEAKERS (for classes developed by speaker as a for-fee multi-hour session; does not include AADMM workshops)

1. A flat fee honorarium will be paid to be commensurate with the length of session and expected budget for the session. This is established by the Conference Committee. The intent is these will be profitable events for AADMM. Expenses for travel (lowest available airfare/car rental that reasonably meets business travel needs), lodging (room and tax only – no incidentals; one or two nights to be determined in advance), and meals during travel may be offered with a maximum reimbursement of \$750. A handout must be given to attendees.
2. Reimbursement will be made upon submission of the Speaker Expense Reimbursement Form and accompanying receipts.

3. Speakers are expected to make their own travel arrangements and hotel arrangements, and request reimbursement following the event.

WORKSHOP LEADERS

1. For those presenting the Business Basics Workshop, or any other one-day workshop, no honorarium will be provided, but expenses for travel (lowest available airfare/car rental that reasonably meets business travel needs), lodging (room and tax only – no incidentals), and meals during travel will be reimbursed up to a maximum of \$750. Lodging expenses are limited to one night before and one night following the workshop day.
2. Reimbursement will be made upon submission of the Speaker Expense Reimbursement Form and accompanying receipts.
3. Speakers are expected to make their own travel arrangements and hotel arrangements, and request reimbursement following the event.

CERTIFICATION REVIEW COURSE LEADER

1. For those leading the Certification Review Course, no honorarium will be provided, but expenses for airfare (lowest available) and one night's hotel stay will be reimbursed up to a maximum of \$500.
2. Reimbursement will be made upon submission of the Speaker Expense Reimbursement Form and accompanying receipts.
3. Speakers are expected to make their own travel arrangements and hotel arrangements, and request reimbursement following the event.

WEBINAR SPEAKERS

1. For those providing the content for a webinar or virtual seminar presentation, and conducting the presentation, an honorarium of \$150 will be provided.
2. If the presenter is a current AADMM member, the honorarium will be a complimentary registration for three future webinars or a \$150 discount on the next conference registration.

GENERAL PROVISIONS

1. AADMM Board members will not receive an honorarium, expense reimbursement or complimentary registration for speaking at any AADMM event.
2. Only one registration and expense reimbursement is provided regardless of the number of presentations at one conference.
3. Expenses of others accompanying the speaker are the responsibility of the speaker and complimentary registration is not provided.
3. The conference chair receives a complimentary registration for the conference, including any separately ticketed event, unless conference chair is a board member.
4. Exceptions to this policy can be made upon the recommendation of the conference committee and approval of the Board.

***POLICY AND PROCEDURES REGARDING USE OF SPEAKERS
FROM THE MEMBERSHIP***

Requirements for consideration:

1. Membership in AADMM must be current.
2. Applicants must be able to document experience relevant to the topic for which they are being considered.
3. Applicants must have at least three years of professional Daily Money Management experience to support their credibility.

Conference Speaker or Panel Participant:

1. Call for Presentation form must be completed and submitted with requested documentation to the conference committee by the deadline established. Call for Presentations typically take place nine months prior to the conference. The AADMM website will list specific dates and have links to forms.
2. Call for Presentation applications are reviewed by the conference committee and selections made. Selected speakers are notified at least five months prior to the event.

Workshop Speaker or Webinar Presenter:

1. The Speaker Application form must be completed and submitted with requested documentation to the planning committee at least three months prior to the training opportunity for which you wish to be considered.
2. Applications are reviewed by the planning committee and selections made, with selected speakers notified at least two months prior to the event.
3. Applicants not considered for the most immediate event will be kept on file for future consideration for other training opportunities.
4. At any time, applicants may update their information for future consideration.