



Memorandum

Date: September 5, 2014

To: Oregon Chapter of APWA

From: APWA Oregon Chapter Board

RE: Speaker Compensation / Reimbursement at Chapter Events

Background:

Frequently the Board receives requests to compensate or provide some other financial assistance to various speakers at conferences. Earlier this year, the Board determined it needed to develop formal guidelines as decisions had not been consistent. Todd and Jenifer agreed to draft some guidelines to be considered by the Board.

Current practice is that conference speakers receive a complimentary registration, including lunch, for the day of the presentation. As part of this complimentary registration, speakers may attend other technical sessions and visit with the vendors, but the registration does not include extracurricular events such as the technical tour(s), vendor social, and banquet. Some keynote and out-of-state speakers have received travel expenses and hotel accommodations however this has been on a case-by-case basis.

Research:

A survey of the policies of other professional organizations is summarized below. This information was obtained through personal experience or by contacting the organization noted.

- **American Public Works Association (National)** - Speakers at APWA's International Congress & Exposition are also considered attendees of the event and are expected to pay their own travel expenses and the appropriate member or non-member registration fee. Speakers that plan to attend only on the day of their presentation may be eligible for a complimentary single-day registration. Paid Professional Trainers and Speakers are welcome to use the Online Submission Form, but must identify themselves as a "paid speaker" at which point their request is considered based on the particular details associated with their situation. Keynote and General Session speakers are handled separately from the technical session speakers. (Congress is 3.5 days with rates of \$785 early bird, \$840 regular, \$325 per day.)
- **American Public Works Association (Washington Chapter)** – Speakers at Washington's conferences are offered free registration and lunch for the day they are speaking and they can attend technical sessions and visit the exhibit floor during their breaks. However, if they attend the full conference, they do not receive a discount and will pay the full registration fee. (Conference is 3.5 days with rates of \$375 early bird, \$425 regular, \$250-275 per day.)
- **Asphalt Pavement Association of Oregon (APAO)** - Conference registration is complimentary to speakers. (One day conference regular price \$150). As a side note, APAO also offers annual paving awards of six categories and three awards in each category (1st, 2nd and 3rd place). APAO offers

banquet/conference benefits to the awards finalists, of two complimentary banquet registrations, or two full conference registrations reduced by the rate by \$50.00 (full conference rate, including lunch, would be \$125.00).

- **Northwest Pavement Management Association** - The conference is free to the speaker the day of the presentation and includes all meals and refreshments provided by the conference on that day. (Conference is 3.5 days with rates of \$300 early bird, \$350 regular, \$100 per day.)
- **Oregon Association of Clean Water Agencies (ORACWA)** – According to Janet Gillaspie the Executive Director, ORACWA doesn't have a written policy on when to pay speakers, but generally, if the speaker is from outside the area and they want them to speak at an ACWA event, they pay for their travel. Janet added, "We generally do not pay travel for consultants, since it is a business opportunity for them." (Conference is 2.5 days with rates of \$425 registration +\$125 after registration deadline.)
- In an internet survey, **Journalism Education Association** states, "As professional, nonprofit associations, JEA and NSPA are unable to reimburse program participants for travel and lodging expenses. However, speakers who present two or more sessions (or present one session and judge) and are members of either JEA or NSPA are exempt from the registration fee."

Recommendation

The chapter conferences and other educational events generally require speakers for three general platforms: 1) Keynote Speeches, 2) Pre-Conference Workshops and 3) Technical Sessions.

The following table generalizes the type of people who fill these roles and indicates whether or not consideration should be given to compensate the speaker for their time at the event:

<u>Platform</u>	<u>Type of Speaker</u>	<u>Pay/Compensation</u>
Keynote Speech	Professional / Motivational*	Yes
Keynote Speech	APWA Member (Individual or Organization)	No
Pre-Conference Workshop	Professional/Motivational*	Yes
Pre-Conference Workshop	APWA Member (Individual or Organization)	No
Technical Session	Professional / Motivational*	Yes (with Keynote or more than one technical session)
Technical Session	Any	No

*Professional / Motivational speakers would be those persons that are sought after by the Chapter Board or the conference/training committee (with Board approval) and actively recruited to be a part of the event. It does not include persons who respond to the "call for presentations" or who are solicited by the technical committee as part of their task to supply the event with a certain number of technical sessions.

Policy Statement on Speaker Expenses:

At the September 5, 2014 Board Meeting, the Board approved the following policy to memorialize the Chapter's official position on speaker fees and travel expenses for all educational events sponsored by the Chapter:

"The chapter is a non-profit organization and relies on volunteers and professionals in the public works community to share information, promote best industry practices, and support the overall effort of continuing education and networking. Furthermore, it is the policy of the Oregon Chapter of APWA that:

1) Professional / motivational keynote speakers, when solicited by the Chapter Board, are eligible for speaker fees and travel expenses based upon a negotiated price which is approved by the Chapter Board prior to entering into a contract with the speaker. Keynote speakers who are APWA members or public servants are not eligible for speaker fees or travel expenses unless approved by the Board. Event Committees who pursue keynote speakers requesting compensation or financial assistance must do so only with endorsement from the Chapter Board. Paid keynote speakers should be encouraged to include at least one technical session in the speaker's obligations as part of their deliverable, and

2) Professional / motivational pre-event workshop speakers, when solicited by the Chapter Board, are eligible for speaker fees and travel expenses based upon a negotiated price which is approved by the Chapter Board prior to entering into a contract with the speaker. Pre-event workshop speakers who are APWA members or public servants are not eligible for speaker fees or travel expenses unless approved by the Board. Event Committees who pursue professional pre-event workshop speakers requesting compensation or financial assistance must do so only with endorsement from the Chapter Board. Paid pre-event workshop speakers should be encouraged to include at least one technical session in the speaker's obligations as part of their deliverable, and

3) Technical session speakers, other than professional / motivational speakers referenced above, are not eligible for compensation or financial assistance.

Speakers who are also attending the event, as a delegate or exhibitor, are required to complete the normal registration process. However, if someone is only attending the event as a speaker, for one day, then registration is not required. For speakers who will only be attending for one day, lunch will be provided and the speaker is welcome to attend other technical sessions and visit the vendor area.