

## **SPEAKER REIMBURSEMENT GUIDELINES**

**POLICY:** Speakers for all South Dakota Society of Health-System Pharmacists (SDSHP) functions will be offered reimbursement.

**PROCEDURE:**

1. Scheduled speakers for all major SDSHP functions are eligible for reimbursement.
2. Negotiation of speaker compensation will be between SDSHP and the speaker, with no influence brought to bear from outside Commercial Sponsors.
3. Sponsors will be encouraged to contribute directly to SDSHP in the form of unrestricted educational grants. If a Commercial Sponsor wishes to sponsor a given CE event, the financial support, to SDSHP, will be allocated to that CE event and must declare the commercial sponsorship in the promotional materials.
4. Fees will be paid to individual speakers according to the following guidelines. These fees are intended to serve as a guideline for meeting planning committee members. All rates are negotiable to a reasonable rate.
  - a. Primary Keynote Speaker - speaker for the general session at a major program (i.e. Annual Meeting, Mid-Year Clinical Meeting). Reimbursement will be negotiated at a value of up to \$1,500 for a talk of one hour or more. Negotiation may include airline travel at coach rate and up to two days lodging at the conference hotel. Automobile mileage will be reimbursed at current IRS mileage reimbursement rate. For speakers traveling by air, it is strongly recommended that they arrive a day prior to speaking.
  - b. General Speakers will be reimbursed at a rate of \$250 per hour. For speakers traveling more than 75 miles, automobile mileage may be reimbursed at current IRS mileage reimbursement rate.
  - c. Speakers traveling more than 150 miles and presenting for 30 minutes or longer may also be reimbursed for a hotel stay of up to two nights at the conference hotel or another hotel of lower cost.
    - i. For presentations with multiple speakers, the total time of the presentation will be divided evenly between the speakers.
  - d. Conference registration fee will be waived for presenters as determined by length of presentation. For presentations 60 minutes or longer, the full conference registration fee will be waived in its entirety. For presentations 30-59 minutes, 50% of the full conference registration fee will be waived. For presentations less than 30 minutes, 25% of the full conference registration fee will be waived.
    - i. For presentations with multiple speakers, the total time of the presentation will be divided evenly between the speakers.

5. Hotel and travel arrangements will be coordinated by the SDSHP Support Specialist.
6. Industry sponsorship of a given CE event does not waive the exhibitor fee for any program.
7. Speakers will be sent an IRS Form 1099 per federal guidelines, if applicable.
8. SDSHP shall send each speaker a Memorandum of Understanding which is to be signed by the speaker and returned to SDSHP prior to the event.

Developed by: D. Sisson 10/2001

Approved by: SDSHP Board of Directors 11/13/01

Revised: SDSHP Board of Directors 03/2003

Reviewed and Revised: J Opperman, J Kappes 2/2012

Approved by: SDSHP Board of Directors 3/13/2012

Reviewed and Revised: J Harris, R Hammerquist 10/2017