Policies on Fees and Honoraria for the 2013 Annual Conference

I) **Speakers**: Conference speakers must be approved by the Conference Co-Chairs and will be paid accordingly:

A) **Keynote Speakers and Major Authors** are eligible to receive the following where appropriate:

- Speaking fee
- Transportation expenses
- One night conference hotel accommodations
- That day’s conference registration
- Lunch provided at the conference

*Please note:* Transportation expenses will be reimbursed for the speaker only, not for travelling companions.

B) **Program Presenters**

- Out of State and CT Non-Librarian presenters participating in a panel discussion/presentation may be offered an honorarium ($100.00), transportation expenses, and that day’s conference registration and lunch provided at the conference as approved by the Conference Committee.
- Connecticut Librarians (including CLA members) participating in a panel discussion/presentation are not eligible for honoraria. They will, however, receive complimentary 1-day registration and lunch provided at the conference for the day they are participating and may receive mileage.

*Please note:* All travel and anticipated expenses must be submitted in advance for approval. Reimbursements for approved expenses will be made by the CLA office immediately following the conference and upon receipt of a completed expense form and accompanying expense receipts.

II) **Hotel Accommodations**: In addition to the major speakers, the following conference-affiliated individuals will receive overnight accommodations at the conference hotel site during the Annual Conference: CLA President, CLA Vice-President, CLA Treasurer, Conference Chairs, Conference Staff, Incoming Conference Chairs, Exhibits Chair and Exhibits Coordinators (maximum of 3).

III) **Complimentary Registration and Lunch**: Only the following conference-affiliated individuals will receive free conference registration and lunch provided they are current CLA members: CLA President, CLA Vice-President, CLA Treasurer, Conference Chairs, Conference Staff, Incoming Conference Chairs, Exhibits Chair and Exhibits Coordinators.

IV) **Program Sponsors**: Any current CLA section or CLA member may sponsor a conference program. Liaison organizations wishing to sponsor programs at the CLA conference will be accommodated as the conference schedule permits. They will receive complimentary registration for up to 2 speakers and a/v equipment, but will be responsible for speaker fees and honoraria unless a CLA section acts as a cosponsor.

V) **Exceptions**: Any and all exceptions to these policies are at the discretion of the CLA President and Conference Chairs.