



4.04 Conference Speakers, Entertainment, and Invited Guests

Approved: 2017-11-21

Latest Revision Date: yyyy-mm-dd

Review required: 2022

Intent

To set guidelines for conference-related expenditures and conference fees.

Policy and Procedures

Conference speakers, except for one Keynote speaker per conference, are not paid honorarium, speaker fees nor travel and accommodation expenses. All speakers receive one complimentary full conference registration. One Keynote speaker per conference may be reimbursed for travel and accommodation expenses in accordance with [8.04 Reimbursement for Expenses on SBOA Business](#), and/or may be paid an honorarium or speaker fees at the discretion of the Host Committee depending on their ability to balance the conference budget.

Entertainment for the banquet should be sourced from the local area of the conference. It may be a performance or an activity in which banquet guests participate. The entertainment provider(s) may be paid a donation, an honorarium or a performance fee at the discretion of the Host Committee depending on their ability to balance the conference budget. Travel and accommodation expenses are not paid to entertainment provider(s).

Guests invited by SBOA to attend conference sessions and/or conference meals will receive complimentary registrations and/or meals for portions or all of the conference, as appropriate. Travel and accommodation expenses are not usually paid for guests, but may be paid at the discretion of the Board of Directors.

Conference sponsors and trade show participants relationships with SBOA are addressed in [4.03 Conference Sponsorship, Trade Show and Advertising](#) and Sample Conference Sponsor and Trade Show Letter ([form 10.11](#)).

Application

SBOA Conference Host Committee Chair and members.