

# Reimbursement Guidelines for General Session Speakers

## Bench to Bedside, Rapid-Fire Symposia, Symposia, Discussion Groups and Clinical Workshops

Speakers participating at the SLEEP 2018 32<sup>nd</sup> Annual Meeting as a Bench to Bedside, Rapid-Fire Symposia, Symposia, Discussion Group or Clinical Workshop speaker are entitled to the following reimbursements:

**Note: Nonmember speakers that have participated in a session at the Annual Meeting within the previous 2 years are not eligible for reimbursement of expenses. Reimbursement is non-transferable and will only be paid to the individual speakers eligible for reimbursement. The APSS Meeting Department coordinates and manages all issues related to speaker reimbursements. No more than \$2,500 will be available to cover a session's reimbursement expenses, regardless of the number of speakers eligible, and no exceptions will be made.**

### *AASM and/or SRS Members:*

Members of the AASM and/or SRS are not entitled to reimbursement for travel, lodging, or personal expenses.

### *Nonmembers:*

#### *Airfare/Ground Transportation to the SLEEP 2018 Meeting*

Airfare will be reimbursed, provided reservations are made at least 21 days in advance for coach seating on common carriers. **Flight reservations must be made no later than May 13, 2018 to adhere to this requirement. Airfare receipts must include a date of purchase to be reimbursable.** The individual assumes the responsibility for the difference in price for tickets purchased outside these guidelines. If the nonmember speaker chooses to drive instead of fly, reimbursement within a 300-mile radius will be at the current IRS mileage rate. If the destination is greater than 300 miles, the APSS will reimburse the lesser of mileage or the lowest airfare.

Transportation between home/airport and between the airport/site destinations should be via shuttle or taxi as the situation warrants; limousine or other car services, such as car rentals, should be avoided and may not be reimbursed unless prior authorization is obtained. Use of personal vehicle of transportation between home/airport will be reimbursed mileage at the current IRS mileage rate.

Additional expenses for special arrangements made outside these guidelines will be the responsibility of the speaker.

#### *Hotel Lodging at the SLEEP 2018 Meeting*

The APSS will reimburse **nonmember** speakers for a maximum of two nights' accommodations (the night prior to and the night of the scheduled presentation) for a standard room at the contracted rate at a hotel that is part of the SLEEP 2018 hotel block. Speakers should make all attempts to stay at the contracted hotels and are responsible for making their own reservations. Speakers who stay at a hotel outside of the SLEEP 2018 hotel block will be reimbursed based on the contracted rate at the SLEEP 2018 headquarter hotel. APSS will attempt to cover these nights such that they will not appear on your bill; however, you should review your bill carefully before submitting for reimbursement. Expenses for special accommodations will be the responsibility of the nonmember speaker. The APSS does not reimburse personal expenses such as internet, phone calls, in-room movies, etc.

#### *Registration*

Nonmember speakers will receive a complimentary registration for SLEEP 2018. The APSS office will process a registration form on behalf of the nonmember speaker; nonmember speakers will receive confirmation via email by February 2018. Any nonmember speaker who would like to attend additional sessions such as Postgraduate Courses or Meet the Professor Sessions should contact the APSS Meeting Department at (630) 737-9700 for registration information or refer to the SLEEP 2018 Preliminary Program. Registration fees for additional sessions are the responsibility of the individual.

#### *Meals*

The APSS offers up to \$40 for meals per nonmember speaker on the day of the presentation. Original receipts must be provided for all meals.

A reimbursement form will be emailed to you one week before the SLEEP 2018 meeting. Submit this form with receipts no later than

**Thursday, June 21, 2018** to:

APSS Meeting Department

2510 North Frontage Road

Darien, IL 60561-1511

Email: [presentations@sleepmeeting.org](mailto:presentations@sleepmeeting.org)

Fax: 630-737-9789