

Reimbursement and Honoraria Guidelines for Postgraduate Course Speakers

Speakers participating at SLEEP 2018 as a postgraduate course speaker are entitled to the following honoraria and reimbursements:

Note: Nonmember speakers that have participated in a session at the SLEEP meeting within the previous two (2) years are not eligible for reimbursement of expenses, except for lodging and meals. Reimbursement is non-transferrable and will only be paid to the individuals eligible for reimbursement. 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.

Postgraduate Course Honoraria:

The APSS offers an honorarium to all postgraduate course speakers. Please review the guidelines below regarding the APSS honorarium policy:

- Speakers may receive a \$500 honorarium for up to two postgraduate course presentations. The honorarium is not to exceed \$1,000.
- In order to qualify for the honorarium, each presentation must be at least 45 minutes in length.
- The speaker must submit course book material consisting of PowerPoint slides by **Tuesday, May 1, 2018**.
- A maximum of four (4) speakers will be awarded an honorarium for a half-day postgraduate course.
- A maximum of eight (8) speakers will be awarded an honorarium for a full-day postgraduate course.
- Course chairs are only eligible for an honorarium if they provide a 45-minute presentation and meet the requirements listed above.
- Both members and nonmembers are eligible for the honoraria.
- The current reimbursement guidelines for expenses, which are listed below, remain in effect.

Airfare/Ground Transportation to the SLEEP Meeting

Members: Expenses for travel to and from the meeting are not reimbursable.

Nonmembers: Airfare and train transportation will be reimbursed, provided reservations are made at least 21 days in advance for coach seating on common carriers. **Reservations must be made no later than May 12, 2018 to adhere to this requirement. Airfare/train 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, 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 along with airport parking, provided the total cost of reimbursement is less than or equal to the average cost of taxi fare.

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

Hotel Lodging at the SLEEP Meeting

The APSS will reimburse postgraduate course speakers for a standard room based on membership status at the contracted rate that is part of the SLEEP 2018 hotel block. Postgraduate course speakers should make all attempts to stay at the contracted hotels and are responsible for making their own reservations prior to the hotel block cut-off date of **May 11, 2018**. Speakers who stay at a hotel outside of the SLEEP 2018 hotel block or book after the cut-off date will be reimbursed based on the contracted rate at the SLEEP 2018 headquarter hotel.

Member speakers: For postgraduate courses scheduled for Saturday, June 2, 2018, will be allotted one night (Friday) of reimbursement. Member speakers for postgraduate courses taking place on Sunday, June 3, 2018, are not entitled to reimbursement.

Nonmember speakers: Will be allotted two nights (Friday and Saturday for Saturday courses and Saturday and Sunday for Sunday courses) of reimbursement.

The APSS will attempt to cover these nights such that they will not appear on your bill; however, you should carefully review your bill before submitting for reimbursement. Expenses for special accommodations will be the responsibility of the speaker. The APSS does not reimburse personal expenses such as phone calls, internet, in-room movies, etc.

Meals

The APSS offers up to \$40 for meals per speaker on the day of the postgraduate course. Original receipts must be submitted for all meals.

Registration

A complimentary meeting registration will be extended to each **nonmember** speaker. Additional sessions such as postgraduate courses or meet the professor sessions are the responsibility of the speaker.

A reimbursement form will be emailed to you one week before the SLEEP 2018 meeting. Submit this form with receipts no later than **Wednesday, June 20, 2018** to:

APSS Meeting Department
2510 North Frontage Road
Darien, IL 60561-1511
Email: presentations@sleepmeeting.org
Fax: 630-737-9789