



SPECTROSCOPY SOCIETY OF PITTSBURGH 2009-2010 SPEAKER POLICY

Exceptions to these policies are possible, but must be approved in advance by the SSP Chairman.

Monthly/Meetings: Technical Program, Technology Forum and Mass Spec Discussion Group

Speakers at the monthly Technical Program meetings will receive a \$500 honorarium and a speaker gift. The cost of the gift should not exceed \$75.

Speakers at the monthly Technology Forum meetings will receive a \$200 honorarium and a speaker gift. The cost of the gift should not exceed \$75.

Speakers at the monthly Technical Program or Technology Forum meetings, who are members of the SSP, SACP, or the Pittsburgh Conference Committee, cannot accept the honorarium. They may accept the speaker gift.

Speakers at regular Mass Spec Discussion Group meetings may receive a gift but not an honorarium. The cost of the gift should not exceed \$75.

Housing reservations for out-of-town speakers can be made by contacting The Pittsburgh Conference/Society Office. Please contact Emily Concannon at concannon@pittcon.org or (412) 825-3220 x212 to provide the appropriate reservation dates within a reasonable time frame. Initially, speakers will be responsible for paying his/her own travel and housing costs, but will be reimbursed after the meeting.

The normal policy for speakers' expenses remains the same as in previous years. Reimbursement is made for actual (reasonable) expenses, and receipts/confirmations must be provided. Reimbursement will not be permitted for rental cars and/or family guest expenses except in extenuating circumstances (e.g., physical disability). The SSP Chairman must approve exceptions in advance.

Symposia, Continuing Education and Mass Spec Discussion Group

Please inform all speakers that the SSP is a non-profit, professional organization, dedicated to the promotion of science education. Historically, the SSP has invited very distinguished speakers to participate in symposia for our membership. These speakers were honored to do so and did not request an honorarium. Most realized that transportation, lodging, and the opportunity to meet with other scientists were payment enough.

If an honorarium is required, it must not exceed \$500 for one speaker for a full-day short course, or \$250 for a half-day course.

If an honorarium request exceeds \$600, the speaker must supply his/her social security number and permanent address, for the issuance of a 1099-MISC form. The SSP Chairman must approve any honorarium over \$500.

For multiple speakers, the total honorarium must not exceed \$1000. It should be divided equally among all speakers, e.g., five speakers would each receive \$200. Again, exceptions may be made, but must be approved by the SSP Chairman.

An introductory speaker (speaking less than 30 minutes) or any speaker who is a member of the SSP, SACP or Pittsburgh Conference will not receive an honorarium. All speakers may receive a gift, not to exceed \$75.

The organizers of each symposium may hold **one** dinner for the speakers, the Committee members, the SSP Chairman and the SSP Chairman-elect. Cost of the dinner should not exceed \$45 per person.

Faraday Lecture

The "keynote speaker" at the Faraday Lecture may receive an honorarium, not to exceed \$1200 provided that he/she is not a member of the SSP, SACP or Pittsburgh Conference. If more than one speaker is involved, the \$1200 honorarium should be dispersed equitably among the speakers. The speaker must supply his/her social security number and permanent address, for the issuance of a 1099-MISC form

Hub MacDonald
2009-2010 SSP Chairman

Copies to:

2009-2010 Executive Council • Committee Chairmen • Continuing Education Committee • Faraday Lecture Committee
Mass Spectrometry Discussion Group Committee • Technical Program Committee • Technology Forum Committee