



## SPECTROSCOPY SOCIETY OF PITTSBURGH 2019-2020 SPEAKER POLICY

---

***Exceptions to these policies are possible, but must be approved in advance by the SSP Chair.  
Any speaker receiving \$600 or more should be given a Form W-9 for completion.***

### **Monthly/Meetings: Technical Program and Technology Forum**

Speakers at the monthly Technical Program meetings will receive a \$599 honorarium. For those speakers who decline or defer the honorarium, a speaker gift may be offered.

Speakers at the monthly Technology Forum meetings will receive a \$400 honorarium. For those speakers who decline or defer the honorarium, a speaker gift may be offered.

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 a speaker gift.

Housing reservations for out-of-town speakers can be made by contacting The Pittsburgh Conference/Society Office. Please contact the Administrative Assistant at [sspinfo@pittcon.org](mailto:sspinfo@pittcon.org) or (412) 825-3220 x200 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 Chair 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 equals or exceeds \$600, the speaker must supply his/her social security number and permanent address, for the issuance of a 1099-MISC form. The SSP Chair 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 Chair.

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.

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

Speakers at regular Mass Spec Discussion Group meetings may receive a gift but not an honorarium.

### **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

### **Neal Dando 2019-2020 SSP Chair**

Copies to:

2019-2020 Executive Council • Committee Chair • Continuing Education Committee • Faraday Lecture  
Committee Mass Spectrometry Discussion Group Committee • Technical Program Committee • Technology Forum  
Committee