



Connecticut Library Association  
234 Court Street • Middletown, CT 06457  
Phone: 860-346-2444 • Fax: 860-344-9199 • [www.ctlibraryassociation.org](http://www.ctlibraryassociation.org)

## Connecticut Library Association 2010/2011 Policies on Fees and Honoraria for the Annual Conference

- I. **Speakers:** Conference speakers must be approved by the Conference Co-Chairs and will be paid accordingly:
- A. **Keynote Speakers and Major Authors** are eligible to receive the following where appropriate:
- Speaking fees
  - Transportation expenses
  - One night conference hotel accommodations
  - That day's conference registration
  - Lunch as provided at the conference

**PLEASE NOTE:** Transportation expenses will be reimbursed for the speaker only, not for companions.

### **B. Program Presenters**

- **Out of State and CT Non-Librarian presenters** participating in a panel discussion/presentation may be offered an honorarium (not to exceed \$100.00), transportation expenses and that day's conference registration as approved by the Conference Committee.
- **Connecticut Librarians** (including CLA members) participating in a panel discussion/presentation are not eligible for honoraria, including those on panel discussions. They will, however, receive complimentary 1-day registration for the day in which they are participating and may receive mileage.

**PLEASE NOTE:** All travel and anticipated expenses must be submitted in advance for approval. Reimbursements for approved expenses will be made by the CLA office immediately following the conference and upon receipt of a completed expense form and accompanying expense receipts.

- II. **Hotel Accommodations:** In addition to the major speakers, the following conference-affiliated individuals will receive overnight accommodations at the conference hotel site during the Annual Conference: CLA President, Conference Chairs, Conference Staff, Exhibits Chair and Exhibits Coordinators (maximum of 3) and the CLA Treasurer.

III. ***Complimentary Registration and Lunch:*** Only the following conference-affiliated individuals will receive free conference registration and lunch provided they are current CLA members: CLA President, CLA Vice President, CLA Treasurer, Conference Chairs, Incoming Conference Chairs, Conference Staff, Exhibits Chair and Coordinators.

Student volunteers are the only category of volunteers eligible to receive complimentary registration and lunch in exchange for working at least 2 hours per day at the conference. Student volunteers must be CLA members to be entitled to this.

Transportation expenses, including parking and mileage, will not be reimbursed by CLA, except for CLA staff.

Any and all policy exceptions are at the discretion of the CLA President and Conference Chairs.

IV. ***Program Sponsors:*** Any current CLA section or CLA member may sponsor a conference program. Liaison organizations wishing to sponsor programs at the CLA conference will be accommodated as the conference schedule permits. They will receive complimentary registration for up to 2 speakers and a/v equipment, but will be responsible for speaker fees and honoraria unless a CLA section acts as a cosponsor.