



ACMG ANNUAL CLINICAL GENETICS MEETING PLENARY AND CONCURRENT SESSION SPEAKER AND MODERATOR FINANCIAL AND TRAVEL GUIDELINES

REIMBURSEMENT AND ENTITLEMENTS BY PRESENTER ROLE AND SESSION TYPE

<i>Presenter Role & Session Type</i>	<i>Member Status</i>	<i>Honorarium</i>	<i>Travel Paid</i>	<i>Per Diem</i>	<i>Hotel Paid</i>	<i>Registration</i>
Speaker Concurrent session	Member	\$0	No	\$0	No	Complimentary
Speaker Concurrent session	Nonmember	\$200	Yes	\$70/day up to 2 days	Up to 2 nights	Complimentary
Speaker Plenary session	Member or Nonmember	\$300	Yes	\$70/day up to 2 days	Up to 2 nights	Complimentary
Moderator Concurrent or Plenary session	Member or Nonmember	\$0	No	\$0	No	Complimentary
Organizer/Moderator March of Dimes Conf	Member or Nonmember	\$500	Yes	\$70/day up to 2 days	Up to 2 nights	Complimentary
Pruzansky Lecturer	Member or Nonmember	\$750	Yes	\$70/day up to 2 days	Up to 2 nights	Complimentary
Speaker or Moderator Industry Supported Symposia	Member or Nonmember	\$500	Yes	\$70/day for 1 day	1 night	Complimentary
Speaker or Course Director CME Short Courses	Member	\$300	No	No	No	Complimentary
Speaker or Course Director CME Short Courses	Nonmember	\$300	Yes	\$70/day up to 2 days	Up to 2 nights	Complimentary
A person who speaks in more than one session would be entitled to the appropriate (or no) honorarium for each session and one set of other entitlements as noted above.						
No reimbursement, entitlements or complimentary registration are provided for organizers/speakers in contributed platform or poster sessions or sessions such as Unknowns & Rare Knowns, Special Interest Group Forums, theme lunches and the like.						
ACMG does not distribute (or reimburse for) printed handouts on-site, but will make them available on line prior to the meeting. It is an expectation that all speakers will agree to this distribution method.						

ADDITIONAL INFORMATION

Registration: Registration is complimentary – speakers and moderators are responsible for self-registration and will be provided complimentary “code” and instructions for the online registration process when registration opens.

Hotel: Speakers are responsible for making their own hotel reservations. Depending on presenter role (see above) – up to two (2) nights (including room rate plus tax) may be billed to the ACMG master account. Incidental expenses are the individual’s responsibility. The Hyatt Albuquerque is the headquarter hotel for the 2010 ACMG meeting (1 block to the Convention Center), with additional room blocks at the Doubletree Hotel (attached to the Convention Center and Andaluz Hotel (1 block to the Convention Center). Rooms will be available at the ACMG discounted group rates through February 20, 2010 or until such time the room block sells out which may be prior to February 1, 2010. After the deadline date, or if the room block sells out prior to this date, reservations are accepted on a space-and-rate available basis and may not be offered at the discounted group rate. Instructions for making reservations through the ACMG Housing Bureau will be provided to speakers when ACMG housing opens. Speakers entitled to partial reimbursement of hotel are encouraged to stay at one of the official ACMG Hotels so that the appropriate portion of the room charge is applied to ACMG Master Account and any discounts ACMG may receive are applied.

Travel: Depending on presenter role, a per diem of \$70/day for up to two (2) days will be paid. Those qualifying for travel reimbursement should purchase airfare based on least expensive advance purchase round-trip coach fare from home city to meeting site. Additional costs are the responsibility of the speaker. Travel arrangements should be made by January 15, 2010, with

ACMG's travel agent, Jim O'Neill, Globetrotter Travel, at (800) 322-7032 x151 or (301) 570-0800 x151. Ground transportation costs (parking, taxi, etc.) will be reimbursed after the meeting.

Honorarium: If applicable, the honorarium will be sent after the meeting unless indicated on the Letter of Agreement that honorarium cannot be accepted or it is directed to donate it to the ACMG Foundation (tax deductible).

Expense Reimbursement: Reimbursement forms will be provided to those who qualify for reimbursement prior to the meeting. Forms are to be completed and returned to ACMG within 30 days of the meeting. (NOTE: Expenses not covered include: car rental or hotel garage parking, unless you drive to the meeting; taxis to and from restaurants, shopping and other personal activities; personal long distance calls; movie rental, spa/gym passes, beauty or barber shop bills, and the like.)

Government employees: Upon request – ACMG will supply a "Letter of Invitation" that meets the requirements for travel approval.