

## **AWS Conference Speaker Policy and Procedures**

### Speaker Concessions

One conference session with one speaker

One day comp conference for the speaker on the day of the session

Two conference sessions with the same speaker

Full conference comp for the speaker

One conference session with more than one speaker

Each speaker gets 50% off a one-day conference on the day of the session.

### Speaker Reimbursements

Special concession requests are due in writing no later than the final date of the session application process.

Anyone serving on the conference selection committee/panel should not receive payment for sessions they present as this represents a conflict of interest.

All payment requests/needs, whether payment for speaking or expense reimbursement, will be documented and the amount ascertained in advance of the session being considered for selection. The Executive Director must approve all requests in advance of session approval.

Any session requesting a monetary cost be added above the cost of the conference fee, will be charged an additional service fee per person for national office processing and credit card fees. This amount can fluctuate based on the cost requested for the session. The Executive Director will determine the amount to be added within the registration system.

Requests for payments for expenses incurred need to be accompanied by supporting receipts or a redacted credit card statement. All other payment requests will be considered income and need to be accompanied by a W9.

### Speaker Session Approval

Sessions will be reviewed and approved by a selection panel.