



## ISCTM Speaker Reimbursement Policy

### Expense Reimbursement Policy for Speakers at ISCTM-Sponsored Meetings

The following guidelines apply to plenary session speakers and chairs. Reimbursement is given for incurred expenses which are directly related to participation in the meeting.

#### **A. Registration Fees**

Invited speakers shall have their registration fees for the meeting waived.

#### **B. Travel Expenses**

##### **B.1 Policy for Speakers from Industry**

The standard practice for all ISCTM meetings is that speakers from industry, for example, multi-national pharmaceutical companies and contract research organizations, will be asked to have all of their travel expenses related to their attendance at the meeting covered by their company. These will include airfare, hotel room, ground transportation, meals, and other miscellaneous expenses.

*If an invited industry speaker is unable to cover expenses through the company's budget, the ISCTM Secretariat should be contacted to discuss alternative options.*

##### **B.2 Policy for Speakers from Academia, Regulatory Agencies and Other Non-Industry Organizations**

Because of the particular value that the Society places on attendance of speaker-participants from these groups and because of the customarily more stringent resource limitations placed upon them, the Society policy for reimbursement shall customarily be the following:

- **Airline Tickets:**
  - Speakers will be reimbursed for an Economy (non-refundable) ticket.
  - All airline tickets should be purchased far enough in advance of travel to take advantage of lower fares. Late purchase tickets resulting in significant increase in fare, may only be reimbursed up to amount of 21-day advance purchase price.
  - Increased fares or penalties resulting from a change in the ticket after purchase will *not* be covered by ISCTM.
- **Hotel Room:** Standard rate hotel room and room taxes will be covered by ISCTM for the duration of the ISCTM meeting, provided speaker attends portions of meeting when not speaking. If overseas travel necessitates an additional night, ISCTM will cover.
- **Meals:** Additional expenses for food will be reimbursed, to a maximum of \$100 per day. *Note: This shall not include reimbursement for food purchased at times when meals are provided by ISCTM as part of the meeting.*
- **Ground Transportation:** Ground transportation directly related to the speaker's attendance at the meeting is reimbursable. Original receipts will be required.
- **Miscellaneous Expenses:** Other expenses incurred during the speaker's attendance at the meeting, for example, late-checkout fees, telephone calls, internet access charges, faxes, business office expenses, tips, laundry/dry cleaning service, etc., will not be reimbursed.
- **Payment:** Payment is made by check in USD. If payment by wire transfer is preferred, fees will be deducted from the reimbursement.

Because the speaker's participation in discussions related to topics addressed at its meetings is critical to the success of the Society's goals, there is an expectation that speakers for whom the Society pays travel expenses will participate for the full duration of the meeting. If you are unable to attend the full meeting, please advise the Secretariat.