

# **GN Policies and Procedures**

## **Policy Section: Committees and External Organizations**

### ***Subsection: Indoor Program Committee***

#### **Topic: Speaker Compensation**

**Status: Approved by Board**

**Date: 6 December 2022**

#### ***Policy Statement***

1. The Committee will provide reasonable compensation to speakers for their expenses which are not reimbursed by other parties.
2. The committee will seek opportunities to co-sponsor speakers.

#### ***Procedures***

1. Out-of-town speakers and local speakers who are not a member of GN will be given a gift as appropriate.
2. All out-of-town speakers will be invited to join members of the executive for a dinner at a local restaurant before the meeting. GN will pay for dinner for the speaker and the program coordinator, or designate.
3. Speakers who are being paid to present by their employers or another organization will not be given any additional compensation.
4. Other out-of-town presenters that do not have agency support will be given:
  - a) Accommodation (choice of billeting with a member, or a mid-range hotel room),
  - b) Honorarium as appropriate.
  - c) Mileage: 60% of the Government of Canada Automobile Allowance Rates as posted on the Government of Canada website: [www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/automobile-allowance-rates.html](http://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/automobile-allowance-rates.html)
  - d) Breakfast as applicable.
5. Speakers will be given an expense form to complete and return to GN accompanied by receipt(s) in order to be reimbursed for their expenses.