

**Society of Gastroenterology  
Nurses and Associates, Inc.**

***Board Policy &  
Administrative Procedure  
Manual***

Policy No: G-7  
Page: 1 of 2  
Effective Date: 09/85  
Revision Date: 05/92, 1/96, 8/96, 10/97, 10/99,  
10/00, 10/03, 2/04, 10/04,  
10/08, 11/12  
Review Date: 10/04, 10/06, 10/08, 10/10,  
11/12, 5/13, 5/15

**Subject: Speaker Honoraria**

**Review Responsibility: Program Cmt./Budget, Finance & Audit Cmt.**

**Policy Statement:** SGNA will award honoraria to speakers who participate at SGNA education Courses.

**Focus:** Program Committee and SGNA Headquarters

**Purpose:** To define guidelines for awarding honoraria at SGNA education courses.

**Procedure:**

1. The standard speaker honorarium is \$300 per contact hour of presentation.
  - 1.1 Multiple speakers share the honorarium for the session.
  - 1.2 Exceptions, recommended by the Program Chair, must be approved by the SGNA Budget, Finance & Audit Committee.
2. It is recommended that every attempt be made to utilize SGNA members for optional and concurrent sessions. Abstracts from nursing specialists and researchers outside of the clinical practice of gastroenterology and endoscopy and physicians may be reimbursed for up to \$1,500 in travel expenses for an optional or concurrent session. Poster Oral Presentation speakers from outside of the clinical practice of gastroenterology/endoscopy and physicians do not qualify for travel reimbursement.

Eligible travel expenses are defined below.

  - 2.1 When multiple speakers are engaged for a single session, the total travel expense reimbursement for all speakers at that session is limited to \$1,500.
  - 2.2 Exceptions, recommended by the Program Chair, must be approved by the Budget, Finance & Audit Committee.
  - 2.3 Reimbursable travel expenses are round-trip air travel based on economy fare (to be booked through SGNA's designated travel agent), reasonable ground transportation to and from the conference location, and 1-night hotel accommodations (arranged by SGNA for General Session speakers). Hotel night exceptions will be considered on an individual basis and will be based on the time of the presentation and distance the speaker must travel.
3. Keynote/general session presenters receive an honorarium plus travel expenses (if they qualify to receive travel expense reimbursement) with the total not to exceed \$15,000. The honorarium will be negotiated prior to the acceptance of any general session speaker.
  - 3.1 Exceptions recommended by the Program Chair, must be approved by the Budget, Finance & Audit Committee
4. Commercial sponsors may be solicited to sponsor speakers.
  - 4.1 The Program Committee may contact companies who maintain speaker bureaus for assistance in identifying appropriate speakers for an educational course.
  - 4.2 Companies may not directly pay speaker honoraria and/or expenses, but may provide unrestricted educational grants to SGNA, which can be applied to fund honoraria and/or expenses for SGNA members or other designated speakers.
  - 4.3 All monies for speaker expenses or honoraria donated or solicited by SGNA members or others will be received and distributed through SGNA Headquarters.

5. Declined speaker honoraria will be returned to SGNA to defray course expenses.
6. Production costs for any audiovisual materials or handouts over and above the standard syllabus material produced by SGNA are the responsibility of the speaker.