

# SOCIETY FOR ANALYTICAL CHEMISTS OF PITTSBURGH

## SPEAKER GUIDELINES

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*Exceptions to this policy are possible, but **must be approved in advance by the SACP Executive Committee.***

### Monthly/Meetings: Technical Program

Speakers at the monthly Technical Program meetings will receive a \$599 honorarium and small speaker gift. For those speakers who decline or defer the honorarium, a speaker gift may be offered. Speaker gifts will be available at the office. Please make arrangements with SACP Administrative Assistant, [sacpinfo@pittcon.org](mailto:sacpinfo@pittcon.org) or (412) 825-3220 ext 200.

Speakers at the monthly Technical Program, who are members of the SACP, SSP, or the Pittsburgh Conference Committee, cannot accept the honorarium. They may accept the speaker gift. They can designate their honorarium to go to another organization/program.

Housing reservations for out-of-town speakers can be made by contacting The Pittsburgh Conference/Society Office. Please contact Administrative Assistant to provide the appropriate reservation dates within a reasonable time frame. Initially, speakers will be responsible for paying his/her own travel and housing costs, but will be reimbursed after the meeting.

The normal policy for speakers' expenses remains the same as in previous years. Reimbursement is made for actual (reasonable) expenses, and receipts/confirmations must be provided. Reimbursement will not be permitted for rental cars and/or family guest expenses except in extenuating circumstances (e.g., physical disability). The SACP Chair must approve exceptions in advance.

If an honorarium request exceeds \$599, the speaker must supply his/her social security number and permanent address, for the issuance of a 1099-MISC form.

### Symposia and Continuing Education

Please inform all speakers that the SACP is a non-profit, professional organization, dedicated to the promotion of science education. Historically, the SACP has invited very distinguished speakers to participate in symposia for our membership. These speakers were honored to do so and did not request an honorarium. Most realized that transportation, lodging, and the opportunity to meet with other scientists were payment enough.

If an honorarium is required, it must not exceed \$500 for one speaker for a FULL-day short course or presentation, or \$250 for a half-day course. A speaker gift may be given in lieu of an honorarium but not in addition to an honorarium.

For multiple speakers, the TOTAL honorarium should not exceed \$1000. It should be divided equally among all speakers, e.g., four speakers would each receive \$250. Again, exceptions may be made for totals of \$1250 or even \$1500, but the **exception must be approved by the SACP Executive Committee.**

An introductory speaker or any speaker who is a member of the SACP, SSP or Pittsburgh Conference will NOT receive an honorarium. All speakers may receive a gift.

The organizers of each symposium may hold **one** dinner for the speakers, the Committee members, the SACP Chair and the SACP Chair-elect. Cost of the dinner should not exceed \$45 per person.

### Faraday Lecture

The "keynote speaker" at the Faraday Lecture may receive an honorarium, not to exceed \$1200 provided that he/she is not a member of the SACP, SACP or Pittsburgh Conference. If more than one speaker is involved, the \$1200 honorarium should be dispersed equitably among the speakers. The speaker must supply his/her social security number and permanent address, for the issuance of a 1099-MISC form.

**If a workshop or symposium is scheduled with SACP, then only one honorarium OR one speaker gift should be extended to all speakers.**

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**ALL EXCEPTIONS to these guidelines MUST be approved by the current SACP Executive Committee before enactment.**

## Rose Ann Clark 2019-2020 Chair

Copies to:

2019-2020 Executive Committee • Committee Chairs • Continuing Education Committee  
Technical Program Committee • Faraday Lecture Committee • Employment Committee