

AMERICAN BAR ASSOCIATION

SECTION OF REAL PROPERTY, TRUST AND ESTATE LAW

Speaker Reimbursement and Registration Fee Policy

Effective July, 2006

This statement of policy provides the guidelines for reimbursement of actual expense of persons invited to be speakers at programs sponsored by the Section. It is based upon existing ABA policies as implemented by the Section.

Registration Fees:

Section policy requires all speakers to register for the CLE meeting and pay a registration fee. Actual registration fees may vary depending upon, among other things, the specific CLE Meeting (fall versus spring), the timing of registration and the registrant's profession or employment status. In addition, in recognition of the contributions made by a speaker to the success of a CLE program, the Section may offer a discounted registration fee for speakers.

In addition to offering discounted registration fees for speakers (presently at the Spring Symposium only), registration fee waivers are available in certain limited circumstances on a discretionary basis. To request a waiver of registration fees for a speaker, a written request should be sent to the program chair for the program in which the speaker will participate. If the program chair approves the request, the program chair must submit the waiver request, citing to the applicable factors set forth below as the basis for granting such request, to the Section Meetings and CLE Manager, who will submit the request to the appropriate designated representative of the CLE Committee, who will review each request on its merits. The decision to waive speaker registration fees shall be made on a case-by-case basis by a designated representative of the CLE Committee for each Division, taking into account the following factors:

Factors for Consideration of Reimbursement/Waiver Requests:

The following factors may be taken into consideration when deciding whether a speaker should receive reimbursement of travel expenses or waiver of registration fees, but no single factor, or combination of factors, shall be construed to require the granting of such a request:

- whether the speaker would otherwise be obligated or expected to attend the CLE Meeting, if there was not a speaking engagement, due to a leadership position with the Section;
- whether the speaker is eligible for reimbursement of expenses pursuant to other Section policies;
- whether the speaker is a member of Section leadership and, as a condition of appointment, has committed to attend Section meetings;

- whether the speaker is a non-lawyer, prominent, full-time government official for an agency relevant to the subject matter, or a recognized expert in a field that is essential to a program;
- whether the speaker is participating as a featured speaker at a “podium or stand-alone program” or as one of several panelists participating in a group meeting or other panel discussion;
- whether the speaker customarily receives compensation or honoraria for similar speaking engagements;
- whether the speaker would otherwise be reimbursed by the speaker’s employer for expenses associated with attending the CLE Meeting; or
- a matter of extraordinary financial need documented by the speaker.

Travel Expenses:

Generally, the Section does not reimburse speakers for travel expenses (e.g.: transportation, hotel and incidentals) to Section CLE Meetings. In certain extremely rare instances, however, exceptions may be made. If a potential speaker wishes to seek reimbursement from the Section for travel expenses (e.g.: transportation, hotel accommodations, or meal allowance), a written request should be sent to the program chair for the program in which the speaker will participate. If the program chair approves the request, the program chair must submit the reimbursement request, citing to the applicable factors set forth above as the basis for granting such request, to the Section Meetings and CLE Manager, who will submit the request to the Chair of the Section and the leadership of the CLE Committee, who review each request on its merits. The decision to reimburse travel expenses for CLE speakers shall be made on a case-by-case basis by the Chair of the Section, taking into account the factors set forth above.

General Caveat:

Group Chairs, Group Vice Chairs and Committee Chairs are responsible for familiarizing themselves with this policy and the applicable registration fees for participants at Section CLE meetings. It is prudent to inform prospective speakers about the Section’s registration policy and fee structure when inviting them to participate in a CLE program, emphasizing the Section’s expectation that each speaker will pay the applicable meeting registration fees and bear his or her own travel expenses. One should never promise that a request for reimbursement of travel expenses or waiver of registration fees will be granted. In the event that there are questions regarding this policy, they should be directed to the Section’s Meetings and CLE Manager, who will direct them to the designated representatives of the CLE Committee.