

Guideline for members in the Education Committee to follow when considering reimbursement of a speaker invitee

Introduction

The Executive Committee has seen the necessity of creating a framework for the Education Committee to work with when considering inviting a speaker to the Binford Dammin Infectious Diseases Pathology Society (BDIDP) Meeting that takes place as a companion meeting to the United States and Canada Academy of Pathology (USCAP). These guidelines are based on existing reimbursement frameworks of government and academic institutions and previous experience of the Executive Committee members of BDIDP. The guidelines take into consideration the very limited budget of the BDIDP which do not allow for the Education Committee to have regular funds for them to organize the meeting.

Scope

The Education Committee does not have an amount of money to organize the BDIDP meeting. The Education Committee is encouraged to invite scientists that regularly attend USCAP and BDIDP meetings or researchers that work in the city or surrounding areas where the meeting will take place. For example, if the meeting is in Washington D.C. researchers from Bethesda (NIH), Hopkins University, Georgetown University, and University of Maryland would be possible candidates for speaking at the BDIDP meeting.

When the invitee is a member of the BDIDP or USCAP, they usually have funds to regularly attend the meeting; therefore, there is no need to provide for funds for these individuals when invited to present at the BDIDP.

This guideline will apply to a possible invitee that is not a member of any of the two Societies and will not attend the meeting unless invited by the BDIDP Education Committee.

Procedure

Routing of request and approval process

1. The Education Committee will present a request by email to invite a speaker to the Secretary/Treasurer by the first week in September. The request should state:
 - a. Name of person that is being invited.
 - b. City, State and Country where the person resides.
 - c. Center the person works for.
 - d. Title or topic of their talk.
 - e. Reasons why the researcher is being invited.
 - f. Desired portions of the invitation that are requested to be covered by BDIDP (for example, registration to USCAP, 2 hotel nights, airfare)
 - g. Alternative presenter in case original person is not available.
2. The Secretary/Treasurer will convene the Executive Committee (Past President, Current President, President Elect, President Elect Elect, and Chair of the Education Committee) to define if the request is approved.

3. Approval, or not, of the request should be presented by email to the Education Committee by the Secretary/ Treasurer during the first week in October. The approval will include the following:
 - a. Whether the request was approved or not
 - b. Reasons why it was or was not approved.
 - c. Itemization of portions of the trip that will be covered by BDIDP and
 - d. Maximum total amount that BDIDP will cover (in general the Society will use the official government per diem for housing and meals for the city where the conference will be taking place* and use economy airfares available in the web such as Travelocity,)
4. A letter of invitation will be issued by the Education Committee to the invitee. Sample of a letter is presented in ANNEX 1.
5. Upon finishing the meeting, the invitee will have to present standard, official receipts of the portions of the trip that will be reimbursed to the Education Committee. The Society will not cover incidentals of hotel bills.

*Per diem government website:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

Possible use of alternative funding sources

6. Alternative sources of funding by commercial institutions can be sought when there is not enough money in the budget to cover the expenses or if the Executive Committee will only fund parts of the request. If this is done the following should be followed:
 - a. Look for more than one vendor to contribute,
 - b. The donated money needs to be placed into one pool that will be kept by the BDIDP,
 - c. The speaker's expenses will be paid from that pool using checks from the BDIDP Society rather than any specific vendor,
 - d. The speaker or lecture will not be addressed as the "Vendor lecturer or Symposium".
 - e. The ACCME rules for courses need to be followed -- no vendors in the conference hall, no restrictions on lecture content, etc. An acknowledgement of thanks to all vendor donors can be placed on a poster outside the room or on a slide designed for that purpose, as long as no vendor is specifically linked to a speaker.

Dissemination of guidelines

7. This guideline will be posted in the BDIDP Society website.
8. Every year the Secretary/ Treasurer will remind each member of the Education Committee and the President of the BDIDP to read the guidelines.
9. Each member of the Education Committee and the President of the BDIDP will need to acknowledge through email to the Secretary /Treasurer that they have read and understand the guidelines.

ANNEX 1

XX, MD or PhD
Title
Center where they work

Date

Dear Dr XX:

We would like to extend an invitation to you to speak at the Binford Dammin Infectious Diseases Pathology Society which takes place as a companion meeting to the United States and Canada Academy of Pathology in [*city and state or country where event will occur*] on [*date of presentation*]. The Binford Dammin Infectious Diseases Pathology Society will reimburse you for round trip economy airfare and 3 days of lodging and meals using the US government per diem for the city. No honorarium or incidental charges will be paid.

Sincerely

The Education Committee
Binford Dammin Infectious Diseases Pathology Society