

TO: Program Hosts
FROM: Pam Zehnder, NLA Program Committee Chair
DATE: May 17, 2004
SUBJECT: Program Sponsors Rules & Guidelines

Find attached form letters you may use, as the host, to send necessary information to formally invite your presenter to be part of the NLA Conference 2004.

Please send these letters to your presenters as soon as possible. The confirmation and pertinent information are due to the program committee by June 7th, 2004. Allow your presenters enough time to complete the information requested and return it prior to the June 7th deadline.

You will find the following information helpful when communicating with your presenters.

Expenses:

1. *The following costs **can** be paid for by the Nevada Library Association Conference:*

- a. NLA will reimburse for presenter's fees if previously approved by the NLA Board.
- b. Lodging: For out-of-state presenters, NLA will cover a maximum of one night more than the number of days the presenter is actually participating in a formal program. For example, if a presenter is speaking on one day only, we will cover *up to* two nights lodging.
- c. NLA will reimburse travel costs if presenter drives a vehicle to and from the Conference at 36.5 cents per mile.
- d. We highly recommend that you make personal arrangements to pick up your presenter and bring them to the Conference hotel, if necessary.
- e. Registration fee is waived for out-of-state presenters.
- f. It is recommended that an honorarium fee be used as a single payment to cover all related expenses for the convenience of both the presenter and the host.

2. *The following costs are **not** covered by the Nevada Library Association Conference:*

- a. Rental cars.
- b. Activities at the Conference for which there is an additional charge.
- c. No member of NLA shall be paid for travel, per diem, lodging or registration (Exception: If their institution doesn't pay travel and per diem, they may request those costs at state rates.)

Other Information:

1. Please review with your presenter the equipment and facility needs for their program. The program committee will need to be notified at the time of submission to ensure the equipment requests are processed and appropriate equipment is ready for the program.

2. Please submit the abstract of the program and photo (optional) by June 7th, 2004. This information will be used in our Conference Bulletin and in any materials promoting the Conference (Website, registration materials, e-mails, etc.).

3. Honorariums are normally paid following the presentation. You, as the host, must complete the *NLA Request for Reimbursement* form (attached).

4. The check can either be mailed to the person following the Conference or you receive the check and present it to the person following the presentation.

5. A W-9 form is required if the honorarium is \$600 or more with the tax identification number. This may be the presenter's social security number. Please attach any documentation indicating the agreed upon honorarium when submitting the *Request for Reimbursement* form.

6. Please send the *Request for Reimbursement* form and appropriate documentation to Michelle Mazzanti, NLA Finance Chair. She will then approve and forward the appropriate documentation to Ken Bierman, NLA Treasurer, who will cut the check.

If you have any questions, please do not hesitate to contact me.

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