



# American Association of Bovine Practitioners

## SESSION SPEAKER REIMBURSEMENT AND PAYMENT GUIDELINE

**53<sup>rd</sup> Annual Conference  
Louisville, KY September 24-26, 2020**

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- Registration Fee:** All speakers receive a complimentary 3-day conference registration. Speakers must register online after May 1<sup>st</sup>. **Speakers not registered by September 3<sup>rd</sup> pay on-site registration fees.**
- Speaker Fee:** \$150 per speaking hour (plus \$300 per manuscript submitted by August 31, 2019). **All speakers must submit a manuscript as part of their agreement to speak at the conference.**
- Per Diem:** \$250.00 per speaking day + one day for travel  
This is to cover the hotel, meals and other expenses.  
**Speakers are responsible for making their hotel reservations through the AABP Housing Bureau using the online speaker reservation system.** Hotel reservations should be made as soon as possible after May 1<sup>st</sup> to ensure a room is available at the headquarters hotel. Speakers who do not reserve a room in the AABP room block will not be paid a per diem and forfeit reimbursement of lodging expenses.
- Airfare:** Travel arrangements can be made starting May 1<sup>st</sup> and must be completed by August 15<sup>th</sup>. Airfare must be arranged through TravelEx. Airfare not booked through TravelEx will not be reimbursed unless prior approval has been made by the AABP office. If you are driving to the conference and will not be booking travel, please notify the AABP office by emailing [fred@aabp.org](mailto:fred@aabp.org)
- Economy Airfare  
This may be billed directly to AABP by using TravelEx  
**Phone: 847-882-0400**  
**Email: [LeeH@travelexbiz.com](mailto:LeeH@travelexbiz.com)**
- Other Travel:** 58.5 cents per driving mile  
(Not to exceed the price of economy airfare without contacting Dr. Fred Gingrich).

## **IMPORTANT DATES**

**December 31, 2019** – Finalize online speaker agreement and all information

**May 6, 2020** – Online registration opens. Register for the conference and book your hotel room in the speaker block using the online link. Speakers must reserve hotel room and pay for the room (per diem payment is to pay for your hotel and meal expenses, must stay in AABP block to receive per diem payment)

**August 15, 2020** – Deadline to reserve air travel through Travelex. Notify Fred if driving

**August 31, 2020** – Deadline to submit manuscript. All speakers are required to submit a manuscript

**September 3, 2020** – Deadline to receive VIP registration and deadline to book your hotel

**September 24-26, 2020** – Conference

Contact information:

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