

## **ACCEPTED June 2, 2006 by the CASE KY Board**

### **CASE Kentucky Speaker Guidelines**

Conference track chairs are encouraged to recruit qualified, volunteer session presenters from within the CASE Kentucky membership whenever possible. As CASE Kentucky members, presenters are expected to attend the annual conference, and therefore, it is recommended that they should not be paid stipends, nor reimbursed for travel, lodging, meals, or conference registration. If special circumstances warrant, conference track chairs have the discretion to waive all, or parts of this policy.

Consultants may be recruited as presenters with the understanding that they may not abuse the privilege strictly to solicit their products and/or services. Consultants should be encouraged to participate as exhibitors as well. As non-CASE Kentucky members, it is recommended that consultants not be required to pay a registration fee, unless they plan to attend other, non-presenting session and/or events throughout the conference, and can be reimbursed for travel, lodging, or meals and can be paid a stipend. If special circumstances warrant, conference track chairs have the discretion to waive all, or parts of this policy.

Non-CASE Kentucky members who hold advancement related positions, preferably from CASE District III institutions, may be recruited as presenters. It is recommended that these presenters not be required to pay a conference registration fee, unless they plan to attend other, non-presenting sessions and/or events throughout the conference. It is recommended that these presenters can be paid a stipend and reimbursed for travel and lodging. If special circumstances warrant, conference track chairs have the discretion to waive all, or parts of this policy.

Non-CASE Kentucky members who are considered "experts" in a specific area of advancement, (i.e.) development, marketing, media relations, etc., or are employed in an advancement related field, (i.e.) journalism, photography, website development, etc., may be recruited as presenters. It is recommended that these presenters not be required to pay a conference registration fee, unless they plan to attend other, non-presenting sessions and/or events throughout the conference. It is recommended that these presenters can be paid a stipend and reimbursed for travel and lodging. If special circumstances warrant, conference track chairs have the discretion to waive all, or parts of this policy.

Conference keynote, general session presenters or special guests, such as the current CASE District III chair, should be recruited by the annual conference chair and approved by the board. It is recommended that these presenters not be required to pay a conference registration fee, unless they plan to attend other, non-presenting sessions and/or events throughout the conference. It is recommended that these presenters can be paid a stipend and reimbursed for travel and lodging. If special circumstances warrant, the conference chair has the discretion to waive all, or parts of this policy.

