

Meeting Honoraria/Expense Policy/Complimentary Registration – pg. 1

NATA endeavors to fairly recompense individuals who present (or participate) at the NATA convention and educational meetings. NATA reimburses authorized travel and meal expense according to the NATA Expense Reimbursement Policy.

Standard Rules

- If a speaker presents more than once, at a given event, the material that they present for each session must be distinctly different in order to qualify for honoraria for more than one presentation. Otherwise, he/she will be paid an honorarium for the presentation with the highest monetary value.
- Complimentary registration, unless otherwise noted, is for the event referenced and not for other meetings to which the event is attached.
- AT speakers receive CEUs as defined under the BOC recertification requirements.
- Retired certified and honorary members who are speakers receive complimentary registration regardless of any other rules outlined under the learning formats.
- Non-athletic trainers, as addressed throughout this policy, are generally individuals who would not normally attend NATA educational events, but who provide content of value to athletic trainers.
- Moderators, panelists or others who assist with the presentation of an NATA program are eligible for a gift only.

Convention

FORMAT	LENGTH	# OF SPEAKERS		BENEFIT(S)	
				Athletic Trainers (includes certified, noncertified (ie licensed), retired, student, international, member, nonmember), Exhibitor Personnel, Corporate Partner Representatives:	Non-Athletic Trainers (includes nonmember allied health practitioners, other professionals and physicians, some of whom may be honorary members):
Feature Presentations and NATA Specialty (Committee) Sessions	2 hours	Maximum of three speakers preferred. No more than one non-athletic trainer speaker allowed. (If the presentation coordinator overrides the non-athletic trainer guideline, the committee will be responsible for the additional expense.)		a. complimentary registration b. \$300 honorarium divided equally among speakers.	
				c. reimbursement of authorized expenses related to speaking engagement (travel, meals, one night's lodging, or two nights if it results in lower airfare).	
Learning Labs	2 hours (1 hour lecture + 1 hour lab)	# OF PARTICIPANTS <i>Lecture:</i> 150 people <i>Labs:</i> 75 people per lab (attendees split into two groups for a more intimate hands-on experience)	# OF SPEAKERS/LAB LEADERS & ASSISTANTS <i>Lecture:</i> one speaker who also serves as a lab leader <i>Labs:</i> a) One lab leader per lab b) Number of lab assistants is determined by lab leader	<u>Speaker (also one of two lab leaders):</u> a. complimentary registration b. \$300 honorarium	
				c. reimbursement of authorized expenses related to their speaking engagement (travel, meals, one night's lodging, or two nights if it results in lower airfare).	
				<u>Lab Leader:</u> a. complimentary registration b. gift <u>Lab Assistant:</u> a. gift Please note: Learning Labs presented by Affiliate groups fall under the Affiliate, Affinity & Sponsor Sessions as shown below.	
Special Topics	1 hour	One speaker preferred – athletic trainer or local area professional		a. complimentary registration b. \$200 honorarium (If more than one speaker, honorarium is divided equally)	
				c. reimbursement of authorized expenses related to speaking engagement (travel, meals, one night's lodging, or two nights if it results in lower airfare).	

Meeting Honoraria/Expense Policy/Complimentary Registration – pg. 2

FORMAT	LENGTH	# OF SPEAKERS	BENEFIT(S)
			<u>Athletic Trainers</u> (includes certified, noncertified (ie licensed), retired, student, international, member, nonmember), Exhibitor Personnel, Corporate Partner Representatives: <u>Non-Athletic Trainers</u> (includes nonmember allied health practitioners, other professionals and physicians, some of whom may be honorary members):
Minicourses	1 hour	One speaker preferred – athletic trainer or local area professional	a. complimentary registration
			b. \$200 honorarium (If more than one speaker, honorarium is divided equally)
			c. reimbursement of authorized expenses related to speaking engagement (travel, meals, one night's lodging, or two nights if it results in lower airfare)

FORMAT	LENGTH	# OF SPEAKERS	BENEFIT(S)
Advanced Tracks	<i>Pre-Con:</i> 6 hours	Maximum of four speakers/lab assistants up to 75 attendees. Maximum raises to 5 if more than 75 attendees. If two speakers, at least one must be an athletic trainer. If more than two speakers, the majority must be athletic trainers.	<u>Advanced Track Seminar speakers/lab assistants receive:</u> a. For six-hour advanced tracks, amount is determined by number of speakers x \$500. However, maximum amount is capped at \$2,000 regardless of the total number of speakers. Distribution of total funds may vary according to level of involvement. Funds may be shared with lab assistants at speaker's discretion. b. For four-hour advanced tracks, amount is determined by number of speakers x \$400. However, maximum amount is capped at \$1,600 regardless of the total number of speakers. Distribution of total funds may vary according to level of involvement. Funds may be shared with lab assistants at speaker's discretion. c. Speakers and lab assistants who come in a day early receive reimbursement for one night's lodging. d. Non-athletic trainers are eligible for reimbursement of authorized expenses (i.e. travel, meals) e. If the event is cancelled due to low registration numbers, speakers may be asked to present the following year or they will receive 1/3 of their honorarium. <u>Lab assistants will not be compensated.</u>
	<i>Post-Con:</i> 4 hours		
Affiliate, Affinity & Sponsor Sessions	2 hours	Determined by the affiliate group or sponsor. (Organizations are responsible for speaker travel and expenses.)	<u>Speakers not sponsored by NATA who speak 30 minutes or longer receive:</u> a. NATA member or an athletic trainer eligible for membership: gift b. Individuals who are not athletic trainers and would not normally attend NATA educational meetings or seek NATA continuing education: gift and complimentary registration. <u>Affiliate Learning Lab Leaders and Lab Assistants receive:</u> a. Individuals who are not athletic trainers and would not normally attend NATA educational meetings or seek NATA continuing education: gift and complimentary registration b. Athletic trainers: gift
Athletic Training Student Seminar Keynote	1 hour	Maximum of one speaker	<u>Keynote Presentation - Athletic Trainers</u> (includes certified, noncertified, retired, student, international, member, nonmember): a. complimentary registration b. \$200 honorarium c. Otho Davis trophy
Athletic Training Student Seminar Breakout Sessions	45 minutes (presentation given twice)	Maximum of one speaker per breakout session	<u>Breakout Sessions – Athletic Trainers</u> (includes certified, noncertified, retired, student, international, member, nonmember): a. \$100 honorarium b. complimentary registration
Evidence-Based Forums	1 hour	Maximum of two speakers	Evidence-Based Forum speakers receive a \$100 honorarium and complimentary registration.
Peer-to-Peer Discussions	1 hour	Maximum of two facilitators	<u>Facilitator - Athletic Trainers</u> (includes certified, noncertified, retired, student, international, member, nonmember): a. \$100 honorarium b. complimentary registration

Meeting Honoraria/Expense Policy/Complimentary Registration – pg. 3

FORMAT	LENGTH	# OF SPEAKERS	BENEFIT(S)
International Speaker	Varies	One	<ul style="list-style-type: none"> a. The International Speaker must speak as part of two different learning formats or sessions. The speaker will be compensated based on the format that pays the most. An additional honorarium will be paid for the second learning format if the content of the second presentation is materially different. b. \$100 to the speaker(s) for each presentation when quiz questions received if the presentation is recorded. c. If the EBP Category application is completed by the speaker(s) and approved by the BOC, a total of \$100 will be shared among the speaker(s) who complete the application. The split will be made at the discretion of the speakers.

FORMAT	LENGTH	# OF SPEAKERS	BENEFIT(S)
Content Capture for Home Studies/BOC EBP Category Content – Live or Home Study	Varies	1 to 4	<ul style="list-style-type: none"> a. If the session is recorded for the quiz center, \$100 to each speaker when quiz questions received. AND b. If the EBP Category application is completed by the speaker(s) and approved by the BOC, a total of \$100 will be shared among the speaker(s) who complete the application. The split will be made at the discretion of the speakers. <p>Note – The decision to record and/or to submit the application for EBP Category will be at the discretion of NATA staff along with the CPC and/or PDC.</p>

Athletic Training Educators' Conference

FORMAT	LENGTH	# OF SPEAKERS	BENEFIT(S)
Keynote	Varies	One	<ul style="list-style-type: none"> a. \$300 honorarium – If more than one keynote speaker, \$300 honorarium to be split. b. Complimentary registration c. Airfare d. Two complimentary room nights e. If the session is recorded for the quiz center, \$100 to the speaker(s) when quiz questions received. f. If the EBP Category application is completed by the speaker(s) and approved by the BOC, a total of \$100 will be shared among the speaker(s) who complete the application. The split will be made at the discretion of the speakers. <p>Note – The decision to record and/or to submit the application for EBP Category will be at the discretion of NATA staff along with the PDC.</p>
Feature/Plenary	Varies	Maximum of two speakers	<ul style="list-style-type: none"> a. \$300 honorarium (either goes to lead speaker or split between speakers) or b. Complimentary registration c. If the session is recorded for the quiz center, \$100 to the speaker(s) when quiz questions received. d. If the EBP Category application is completed by the speaker(s) and approved by the BOC, a total of \$100 will be shared among the speaker(s) who complete the application. The split will be made at the discretion of the speakers. <p>Note – The decision to record and/or to submit the application for EBP Category will be at the discretion of NATA staff along with the PDC.</p>

Meeting Honoraria/Expense Policy/Complimentary Registration – pg. 4

Breakout	45 minutes (repeated three times)	Maximum of two speakers	<ul style="list-style-type: none"> a. \$300 honorarium split (either goes to lead speaker or split between speakers) b. Complimentary registration c. If the session is recorded for the quiz center, \$100 to the speaker(s) when quiz questions received. d. If the EBP Category application is completed by the speaker(s) and approved by the BOC, a total of \$100 will be shared among the speaker(s) who complete the application. The split will be made at the discretion of the speakers. <p>Note – The decision to record and/or to submit the application for EBP Category will be at the discretion of NATA staff along with the PDC.</p>
Peer-to-Peer Discussions	60 minutes	Maximum of two facilitators	<ul style="list-style-type: none"> a. \$100 honorarium b. Complimentary registration

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FORMAT	LENGTH	# OF SPEAKERS	BENEFIT(S)
Emcee	Varies	One	<ul style="list-style-type: none"> a. \$300 honorarium or split among them if more than one emcee.
Session Speakers	Varies	Varies	<ul style="list-style-type: none"> a. \$200 honorarium (divided equally if more than one speaker)

Professional Development Committee and Other Workshops

LENGTH	# OF SPEAKERS	BENEFIT(S)
2 – 4 Hours	1 speaker	<ul style="list-style-type: none"> a. \$300 to each speaker for the live workshop. If exceeds one speaker, maximum of \$300 split among speakers. b. If the session is recorded for the quiz center, \$100 to each speaker when quiz questions received. c. If the EBP Category application is completed by the speaker(s) and approved by the BOC, a total of \$100 will be shared among the speaker(s) who complete the application. The split will be made at the discretion of the speakers. <p>Note – The decision to record and/or to submit the application for EBP Category will be at the discretion of NATA staff with the PDC.</p>
4 – 6 Hours	1 – 2 speakers	<ul style="list-style-type: none"> a. \$300 to each speaker for the live workshop. If exceeds two speakers, maximum of \$600 split among speakers. b. If the session is recorded for the quiz center, \$100 to each speaker when quiz questions received. c. If the EBP Category application is completed by the speaker(s) and approved by the BOC, a total of \$100 will be shared among the speaker(s) who complete the application. The split will be made at the discretion of the speakers. <p>Note – The decision to record and/or to submit the application for EBP Category will be at the discretion of NATA staff with the PDC.</p>

Meeting Honoraria/Expense Policy/Complimentary Registration – pg. 5

7 -8 Hours	1 – 2 speakers	<ul style="list-style-type: none"> a. \$400 to each speaker for the live workshop. If exceeds two speakers, maximum of \$800 split among speakers. b. If the session is recorded for the quiz center, \$100 to each speaker when quiz questions received. c. If the EBP Category application is completed by the speaker(s) and approved by the BOC, a total of \$100 will be shared among the speaker(s) who complete the application. The split will be made at the discretion of the speakers. <p>Note – The decision to record and/or to submit the application for EBP Category will be at the discretion of NATA staff with the PDC.</p>
Multiple Day Workshop	1 – 4 speakers	<ul style="list-style-type: none"> a. \$500 to each speaker for the live workshop. If exceeds four speakers, maximum of \$2,000 split among speakers. b. If the session is recorded for the quiz center, \$100 to each speaker when quiz questions received. c. If the EBP Category application is completed by the speaker(s) and approved by the BOC, a total of \$100 will be shared among the speaker(s) who complete the application. The split will be made at the discretion of the speakers. <p>Note – The decision to record and/or to submit the application for EBP Category will be at the discretion of NATA staff with the PDC.</p>
N/A	Panelists	a. Speaker gift.
N/A	Lab Assistants	<ul style="list-style-type: none"> a. Complimentary registration b. Speaker gift

Careers in Athletic Training Workshops

FORMAT/ROLE	LENGTH	# OF SPEAKERS	BENEFIT(S)
Doctors (Non-ATs)	30 minutes or more per speakers	Varies	<ul style="list-style-type: none"> a. \$100 honorarium b. Complimentary registration to convention c. If the session is recorded for the quiz center, \$100 to each speaker when quiz questions received. d. If the EBP Category application is completed by the speaker(s) and approved by the BOC, a total of \$100 will be shared among the speaker(s) who complete the application. The split will be made at the discretion of the speakers. <p>Note – The decision to record and/or to submit the application for EBP Category will be at the discretion of NATA staff with the PDC and/or COPA.</p>
Panelists//Speakers	30 minutes or more	Varies	<ul style="list-style-type: none"> a. \$100 honorarium b. Complimentary registration to convention c. If the session is recorded for the quiz center, \$100 to each speaker when quiz questions received. d. If the EBP Category application is completed by the speaker(s) and approved by the BOC, a total of \$100 will be shared among the speaker(s) who complete the application. The split will be made at the discretion of the speakers. <p>Note – The decision to record and/or to submit the application for EBP Category will be at the discretion of NATA staff with the PDC and/or COPA.</p>

Meeting Honoraria/Expense Policy/Complimentary Registration – pg. 6

NAOT Reps	N/A	Two	a. Airfare b. Two complimentary room nights c. Two day food allowance d. Ground transportation and incidentals
Panelists/Speakers Under 30 minutes	30 minutes or less	Varies	a. Gift
Lab Assistants	N/A	Varies	a. Gift
Moderators	N/A	Varies	a. Gift
Facilitator	N/A	Varies	a. Gift

Strategic Issues in Athletic Training Lecture Series

FORMAT	LENGTH	# OF SPEAKERS	BENEFIT(S)
District Session	1 hour	1	a. \$100 honorarium per speaker. b. \$350 honorarium to SMEs for writing content, quiz questions and for speaking at one district. c. Airfare d. One complimentary room night e. If the EBP Category application is completed by the speaker(s) and approved by the BOC, a total of \$100 will be shared among the speaker(s) who complete the application. The split will be made at the discretion of the speakers. Note – The decision to record and/or to submit the application for EBP Category will be at the discretion of NATA staff along with the PDC.

Webinars

FORMAT	LENGTH	# OF SPEAKERS	BENEFIT(S)
Virtual	75 minutes (60 minute presentation and 15 minute Q&A)	1-2 speakers	a. \$150 honorarium issued once speaker's quiz questions received (not including speakers for sponsored webinars). If 2 speakers, \$200 divided equally. b. If the EBP Category application is completed by the speaker(s) and approved by the BOC, a total of \$100 will be shared among the speaker(s) who complete the application. The split will be made at the discretion of the speakers. c. Note – The decision to record and/or to submit the application for EBP Category will be at the discretion of NATA staff.

Certificate Programs

Certificate Programs are each unique. Therefore, honoraria will be defined for each certificate program. General guidelines include:

- \$150 paid to SMEs for development of certificates.
- Speakers are paid based on their delivery format. For example, if a module is a webinar, the speaker would be paid as a webinar speaker. If a module is a PDC workshop, speakers would be paid under those guidelines.
- For some modules, there will be a team of course developers. In those cases, if there is one course developer he/she will receive \$150. If there is more than one, the amount will be between \$150-\$300.
- Recording of an in-person event and the development of quiz questions earns an additional \$100.
- The EBP Category application completion earns \$100 to be divided among the content developers/SMEs/speakers.
- Modules that are live workshops/sessions/webinars will be paid based on the rules that apply to those areas.