ABA SECTION OF SCIENCE & TECHNOLOGY LAW

Author Promotional Speaking Expense Reimbursement Guidelines

Adopted by the Officers: November 4, 2014

The ABA Section of Science & Technology Law (the “Section”) is committed to offering the highest quality books and promoting those books. We envision as part of the marketing program for books, that authors will have the opportunity to promote their books through personal appearances and speaking opportunities.

1. **Reimbursement Limitations.** Reimbursement by the Section for author’s personal appearance and speaking expenses shall be limited as follows:

   a. **Maximum Per Book.** The Section will reimburse a maximum of $500 per book.

   b. **Travel.** The Section will reimburse only economy class, non-refundable, 30-day domestic advance purchase air/train fare up to a maximum of $400 per person. If a personal automobile is used in lieu of air/rail travel to the program city, the Section will reimburse the IRS allowed rate ($0.555 per mile in 2014). The Section does not reimburse for international travel or for car rental.

   c. **Hotel.** The Section will reimburse for reasonable, tourist-class (3/5 AAA star) hotel accommodations based on the location. This amount shall not exceed $200 per night with a maximum of 2 nights.

   d. **Registration Fees.** If speakers are required by the conference organizer to pay a meeting registration fee in order to speak at the program, and if the speakers were not otherwise planning to attend the program, the Section will pay the lowest available registration fee on behalf of the speaker (advance purchase, no extras, no CLE credits, etc.)

   e. **Honoraria.** The Section will not reimburse author’s expenses if they are covered by the conference or if the speaker receives an honorarium, speaker fee or other monetary amounts.

   f. **Documentation.** Reimbursement will be made only after travel is completed and upon receipt of valid documentation of all expenses. No advance payments will be made.

2. **Additional Requirements.** Reimbursement by the Section for author’s personal appearances and speaking expenses shall be limited as follows:
a. **Authorization.** The author must complete a speech reimbursement proposal form and have it approved by the Section Chair in advance and prior to incurring expenses or committing to appear.

b. **Timing.** The speech must occur after the book is published, but within 9 months of its release date.

c. **Topic.** The author must speak on a topic that clearly overlaps with the subject of the book.

d. **Eligibility.** Only the primary author (for example of a multi-author book) may submit a speech reimbursement proposal.

f. **Onsite Sales and Marketing.** The host organization must agree to allow the author to promote and sell the book on site and to have marketing and sales materials provided to the attendees as part of the program.

g. **Attendance.** Audience for the speech must have at least 50 participants.

The Science & Technology Book Publishing Board can make exceptions to the above standards on a case-by-case basis and such exceptions shall take into account on the book’s success, the amount of other promotional speech expenses being reimbursed that year, etc.