

OACRAO

Guidelines for session presenters who are not attending conference

- Whenever possible, presenters should be attending conference or from host city
- Any mileage reimbursement must be approved one month in advance by President, VP of Programs, LAC Chairs, and Treasurer.
- Mileage reimbursements should be included in LAC budget.
- OACRAO members or staff from OACRAO affiliated offices (ie. Potential conference attendees) are not eligible for reimbursement.
- Presenters whose registration fee has been waived will not receive conference materials with the exclusion of a nametag
- Presenters whose registration fee has been waived are not eligible for meals.
- Drive time should be taken into consideration when scheduling presentations to avoid overnight stays.

Note: These policies do not apply to keynote or special event speakers