

Procedure for Proposing Invited Speakers to the SDBP Annual Meeting

Updated: January 2025

The SDBP program committee welcomes proposals/suggestions for potential invited speakers that include a budget request to our Annual Meeting. Proposals for invited speakers must align with SDBP Board priorities as articulated in the Strategic Plan.

The Board has designated a limited amount of money for the program committee to use for additional invited speakers as is necessary to ensure a well-rounded, high caliber program which meets the educational needs of our attendees. Any amount over this modest amount would need to be reviewed and approved by the SDBP executive committee. It is not our intent to use this money if there is no need from a program committee perspective.

Who can request:

Those submitting abstracts may submit proposals for invited speakers for workshops, symposia, or concurrent sessions which are eligible for continuing education credits and occur at the Annual Meeting.

When and how to request:

To ensure adequate planning time for both the program committee and requestee, it is recommended that discussions begin early between the parties.

Step 1: To ensure proper budgetary and spacing allocation, an initial letter of intent (LOI) (as outlined below) should be **submitted by abstract submission due date for that meeting year**. Authors of a LOI are expected to have reviewed this policy and the funding options which are in **Appendix A**. The LOI should be submitted to the SDBP office (info@sdbp.org) who will distribute to program co-chairs.

Step 2: The Program Committee co-chairs will review initial letters of intent and review any questions with the authors. Approval of the LOI does NOT guarantee funding, rather, it is an acknowledgement that the proposal is in accordance with the Board priorities and/or SDBP Strategic Plan, as well as meets the criteria outlined below and that it will be under consideration when the full proposal is submitted/reviewed. *[In some occurrences, an early decision on funding availability may be necessary; we leave this up to the Program Committee to accept up to 1 full proposal prior to the typical deadline for submission.]*

Step 3: A full workshop or concurrent submission will be required and should follow the typical (advertised) time frame for submission. The proposed invited speaker must be named in the submitted proposal so that the program committee reviewers are able to evaluate the entire proposed program on its full merits including the need for the invited speaker.

Step 4: The Program committee will review the submission along with all other submitted proposals and select the strongest workshops or concurrent sessions that align with Board priorities and the strategic plan.

Step 5: The program committee will notify the lead author as to whether the proposal is accepted or not. This letter will also indicate if funding was made available for the proposed invited speaker.

GUIDELINES for LOI

It is the responsibility of the individuals who are making the request to write a proposal that includes the following:

- Topic
- Forum requested (pre-meeting workshop or concurrent session)
- Potential speaker's name, specialty and member status in SDBP
- Explanation of the educational gap and the need for the topic. The rationale for why the proposed speaker can meet this need is critical, including why current SDBP members cannot meet this need. The author should also review and acknowledge that the policy for reimbursement has been read, had any questions answered by Degnon or the program co-chairs, and is acceptable.
- If the amount and type of reimbursement is different than typical (see Appendix A) an explanation and budget needs to be submitted at the time of the LOI.

It is strongly suggested that the prospective authors reach out to the program co-chairs with any questions while in the process of submitting the LOI or full proposal to avoid any duplication or frustration related to this process.

What types of speakers are eligible for funding?

Invited speakers that are **not** members of SDBP and are unrelated to SDBP.

They would not otherwise be attending our Annual meeting.

They would offer a unique skill or perspective that would significantly add to the educational content of the workshop or concurrent session.

Appendix A

SDBP Annual Meeting Invited Speaker Travel Reimbursement Policies

Only pre-approved travel is reimbursable by SDBP. Air travel for all persons traveling on behalf of the SDBP should book their own travel arrangements.

- Travel must be booked within 21 days from departure in order to recognize a full travel reimbursement from the society;
- Individuals should make their own travel arrangements and submit original receipts for reimbursement; along with the appropriate reimbursement form.
- If an individual has multiple destinations, SDBP will pay the cost to fly coach to and from the SDBP meeting only; or the lesser of the two fees. The expense for an additional destination would be the responsibility of the individual and not SDBP.

Invited speaker travel reimbursement policy for the annual meeting is pre-approved by the Program Committee, with final approval from the Board.

It is not guaranteed that all speakers who submit material for competitive review are offered travel support.

The reimbursement policy for invited speakers is as follows:

Invited Speakers: Pre Meeting and Annual Meeting Sessions (Non-Member)

Hotel*	1 night
Airfare	Coach
Ground Transportation	Yes
Honorarium**	\$500
Registration	Comp registration for annual meeting
Per Diem	None

*There will be flexibility here (ie if the speaker is presenting on day 1 and day 2, s/he may need 2 nights lodging, which would be approved)

** If the speaker is local to the meeting and will not require hotel or airfare, substitution of an alternative compensation will be considered i.e., increase honorarium.

**NOTE: \$500 honorarium can also be used for invited speakers to the virtual SDBP Connects sessions – as proposed by Committees/SIGs/Sections in the discretionary funding.

Speakers - Annual Meeting (SDBP Member)

Hotel	<i>None</i>
Airfare	<i>None</i>
Ground Transportation	<i>None</i>
Honorarium	<i>None</i>
Registration	<i>Not waived</i>
Per Diem	<i>None</i>