**NAIFA-Chapter Speaker Policy**

* All speakers at NAIFA-Chapter events agree to be bound by the **NAIFA Policy on Recruiting and Association Activities**, which prohibits the utilization of NAIFA activities to actively or directly recruit members to their companies or agencies (i.e., proselytizing). Violations of this policy are subject to disciplinary action, including a permanent ban from future speaking engagements.
* All speakers at NAIFA-Chapter recognize and agree that hate speech, defined as any form of expression through which speakers intend to vilify, humiliate, or incite hatred against any group of class of persons, will not be tolerated. Violation of this policy will result in the immediate end of the speech and a permanent ban from future speaking engagements.
* NAIFA-Chapter is a non-partisan organization that works with all parties to advance the political interests of its members and their clients. Speakers should avoid partisan messages in their messages, unless the content is previously known to and approved by the appropriate NAIFA-Chapter committee and NAIFA-Chapter Chapter Executive.
* All speakers shall notify and provide to NAIFA-Chapter staff a minimum of two weeks in advance of the event any handouts that are to be distributed electronically or via hard copy to attendees.
* All speaker honoraria, expense reimbursement and registration fee waivers must be agreed upon in advance, reviewed by the appropriate NAIFA-Chapter committee and approved by the NAIFA-Chapter Chapter Executive.
* Each speaker approved for honorarium or reimbursement of expenses must sign a NAIFA-Chapter Letter of Agreement in advance of the conference.
* Requests for reimbursement of approved travel, hotel and per diem expenses must be submitted on the conference Speaker Reimbursement Form within one month of the event with original receipts attached.
* Honoraria amounts are variable and subject to the approval of appropriate NAIFA-Chapter committee and NAIFA-Chapter Chapter Executive.
* Reimbursement of travel expenses when approved shall not exceed the following:
	+ one night of lodging at the single room rate in a conference hotel without incidentals such as movies or use of the health club;
	+ meals and ground transportation in amounts not to exceed the per diem established for the host city (check with NAIFA-Chapter staff to determine the per diem);
	+ airfare to the conference city at the coach or lowest discounted rate available or reimbursement of automobile transportation to the conference site at current approved rate per mile.