ENTITY **American Epilepsy Society**	NUMBER **AES-HON**
MANUAL **Policy and Procedure**	EFFECTIVE DATE **For one year beginning 1.01.07; another year beginning 1.01.08**
SUBJECT **Faculty Honoraria and Expenses**	REVISED **Council approved on 11.20.06; Board approved on 11.30.06; Policy to be reviewed again in one year; Council approved same policy again on 11.30.07. BOD Approved 3.28.2008. Policy to be reviewed again in one year.**

I. PURPOSE

This Policy on Faculty Honoraria and Expense Reimbursement has been developed both in response to the requirements of the ACCME Standards for Commercial Support and the needs within AES to provide guidance to planners and staff on the basis for establishing honoraria and expense procedures.

II. POLICY

The following are guidelines that should be applied to the establishment of honoraria levels for faculty associated with any activity sponsored by the AES:

- Rates for Honoraria. Rates for faculty honoraria should be within the range of generally-accepted payments within the United States. Honoraria will be paid as follows.

  - Members will not receive an honorarium; registration fee will be waived
  - For year round educational events/regional meetings, members will be reimbursed for their travel which will consist of 2 nights lodging (maximum) and round trip economy airfare
  - Non-members will receive a $500.00 honorarium and will be reimbursed for their travel which will consist of 2 nights lodging (maximum) and round trip economy airfare; registration fee will also be waived
  - Course/Symposia Chairs/Advisory/Editorial Board Chairs will not receive an honorarium
  - Liaison reviewers will not receive an honorarium; registration fee will be waived

- Payment of Honoraria. Payment of faculty honoraria should be made to the faculty member directly by the AES. In no case should honoraria be paid to faculty by the source of an educational grant.

- No Outside Remuneration Related to a Specific CME Activity. No other forms of remuneration by outside funding sources are permitted. Examples of other forms of remuneration might include payments to the faculty member other than from the AES, special gifts to the faculty or his/her family, special trips, special gifts of a high value, etc. This policy shall not apply to other outside consulting arrangements between a faculty member and a funding source, such as research arrangements, etc.

- AMA Policy on Gifts to Physicians. Faculty honoraria shall conform with the American Medical Association's *Policy on Gifts to Physicians from Industry* and the ACCME's *Standards for Commercial Support.*