

Our faculty travel policy only applies to Annual Meeting faculty. We do not provide honoraria for our other activities.

All payment of honoraria and support for travel and accommodations for our Annual Meeting faculty will be in compliance with the ACCME Standards for Commercial Support and AES Policies. The honorarium amount and support for travel is determined by the Annual Meeting Committee with input from the Council on Education chair. Faculty may only present in one Symposia or Investigators Workshop. The AES Faculty Travel Policy is organized by three levels of support. Each level of support provides details on the maximum number of faculty who may participate in each session.

## **Level 1 Support:**

- Speakers participating in the following sessions will receive level 1 support as outlined below:
  - Symposia – no more than six (6) speakers
  - Dialogues to Transform Epilepsy – no more than six (6) speakers
  - CME Professional Development Sessions (CME only) – no more than six (6) speakers
  - Annual Course – no more than 25 speakers
  - Investigator Workshops (CME/Non-CME) – no more than five (5) speakers
  - Epilepsy Fellowship Program Directors – no more than five (5) speakers
  - Resident EEG Training Course – no more than 20 speakers.
- Stipend: \$500 per invited speakers per session up to the maximum number of speakers as indicated above, **MUST** meet deadlines. Speaker will only receive one stipend per Annual Meeting.
- Travel/Housing: Up to one (1) travel package for one (1) non-member. A travel package includes one (1) round trip coach air from home city and up to two (2) nights hotel at the AES approved standard room rate (room and tax only). **All travel and housing reservations must be made through the AES travel agency by September 15.**
  - **Exceptions:**
    - *Dialogues to Transform Epilepsy will receive two (2) non-member travel packages. This session is designed to draw from experts outside of AES to deliver cutting edge research.*
    - *Annual Course will receive up to two (2) non-member travel packages as this is an all-day course.*
- If close enough to drive, AES will cover roundtrip mileage (standard rate determined by the IRS), tolls and parking for up to three days. If traveling by train, AES will cover roundtrip fare.
- Registration: None

## **Level 2 Support:**

- Speakers participating in the following sessions will receive level 2 support as outlined below:
  - Special Interest Groups (CME Only) - no more than five (5) speakers
  - Basic Science and Clinical Skills Workshops – no more than three (3) speakers

- Stipend: \$500 per invited speakers per session up to the maximum number of speakers as indicated above, **MUST** meet deadlines. Speaker will only receive one stipend per Annual Meeting.
- Travel/Housing: None
- Registration: None

### **Level 3 Support:**

Speakers participating in Non-CME SIGs and Non-CME Professional Development Sessions the following sessions will receive Level 3 support as outlined below:

- Special Interest Groups (Non-CME)
- Professional Development Sessions (Non-CME)
- Stipend: \$500 for one (1) non-member speaker. Speaker will only receive one stipend per Annual Meeting. No stipend for member speakers.
- Travel/Housing: None
- Registration: None

### **Requests for Additional Travel Packages:**

Travel support may be *requested* for any of the Annual Meeting sessions which do not currently include travel support. You may also propose an additional non-member speaker receive travel support. Requests must be made by completing the online [AES Travel Package Request Form](#) **no later than April 30**. Final decisions on travel package requests will be made by the appropriate Committee Chair(s) based on rationale and budget **no later than May 15 and communicated by May 18**. No speakers beyond those covered by the policy limits stated above should be offered travel support **until you receive written approval**. Note: Annual Meeting Chair(s) will approve all travel package requests with the exception of Investigator Workshops. The Investigator Workshop Committee Chair(s) will approve such requests.

A travel package will be extended to a non-member as a one-time only offer. AES maintains a list of faculty who have received a travel package in the past. If you are unsure if the speaker is a member or non-member of the AES, please contact the AES staff liaison to your committee or the AES Education Department at [education@aesnet.org](mailto:education@aesnet.org).

### **Registration Coverage Requests:**

Complimentary one-day registration may be *requested* for speakers outside of the epilepsy community that would not otherwise attend the meeting (eg. Dietician, attorney, sleep expert, etc). The online [AES Complimentary Registration Request Form](#) must be completed **no later than April 30**. Final decisions will be made by the Annual Meeting Committee chair **no later than May 15** and communicated by May 18.

The following procedures must be followed to receive transportation and housing support:

## **Transportation (Deadline: September 15):**

- All transportation supported by AES must be booked through the AES approved travel agent, Frosch. AES will contact all faculty approved for travel with details to make reservations. Faculty should not book transportation until they have heard from AES.
- If faculty are not permitted by their employer to book with Frosch (i.e., they work for a government agency, etc.) and AES support for their travel is anticipated, they must get written approval (email will suffice) from AES to book with another agency. All tickets must be approved by AES before reservations are booked and ticketed.
- **AES will not reimburse for transportation if travel is booked without AES approval.**
- If faculty choose to upgrade or change their flight once it is booked, all upgrade and/or change fees associated will be paid by the faculty. AES does not reimburse for elective flight changes. AES will cover change fees due to acts of nature.

## **Housing (Deadline: September 15):**

- Rooms must be booked at one of the hotels through the AES official housing bureau. Rooms booked outside the AES room block will not be reimbursed. AES will provide a list of approved hotels.
- All rooms must be reserved by September 15. A credit card will be required to confirm the reservation. AES will work with the housing bureau to add approved faculty to the master bill at the hotel. Once on the master bill, faculty will not be charged for up to 2 nights' room & tax of their stay.
- Faculty will be responsible for additional nights beyond the 2 provided by AES.

The Annual Meeting Committee chair reserves the right to make exceptions to the travel policy if needed. Exceptions will be considered on a case by case situation. All exceptions must be approved by the chair of the Council on Education.