

INDIANA WATER ENVIRONMENT ASSOCIATION POLICIES AND PROCEDURES

Policy Number: 19-02

Subject: Complimentary Attendance & Event Expense Reimbursement

Effective Date: March 14, 2019

Approved By: IWEA Board of Directors

SEMINARS & SPECIALTY CONFERENCES	
Committee members of committees planning the event	Complimentary for up to 2 people per committee that is involved in the event planning
Speakers	Complimentary
Does IWEA cover any other expenses for volunteers (meals, overnights, travel, etc.)	No
Does IWEA cover any other expenses for speakers (meals, overnights, travel, etc.)	No Special requests should be made at a board meeting well in advance of setting a schedule if a committee wishes to pay an outside speaker.
Board members	Complimentary

ANNUAL CONFERENCE	
Committee members	No complimentary attendance
Speakers	Complimentary on the day of speaking only; only one presenter per presentation is eligible for complimentary registration
Does IWEA cover any other expenses for volunteers (meals, overnights, travel, etc.)	No
Does IWEA cover any other expenses for speakers (meals, overnights, travel, etc.)	No
Moderators	No complimentary attendance
President & Conference Chair	Complimentary attendance and overnight accommodations

WASTEWATER CHALLENGE	
Wastewater Committee Chairs	Complimentary attendance
Does IWEA cover any other expenses for volunteers (meals, overnights, travel, etc.)	One overnight hotel for Wastewater Committee Chairs if event is out of town for the chair
Host utility employees	Complimentary attendance for receptions, meals, etc. The number of people should be submitted in advance for planning purposes. Teams participating in challenge should still pay.
Board members	Complimentary unless participating as part of a team