

AES Honorarium and Travel Support Policy

Revised 2/28/2024

All payment of honoraria and support for travel and accommodations for our Annual Meeting faculty are in compliance with the Accreditation Council for Continuing Medical Education (ACCME) Standards for Integrity and Independence in Accredited Continuing Education 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 Limitations:

- Faculty may only present in one session (Symposia, Special Lecture, Lectures, or Investigators Workshops). Additionally, if invited, faculty may also present in one Special Interest Group (SIG)
- Faculty may only present in one Special Interest Group.

Honorarium (\$500):

- AES members who serve as faculty of Symposia, IWs, Annual Course, and Dialogues do not receive honoraria for their service.
- AES members who are faculty of Symposia, IWs, Annual Course, and Dialogues to Transform Epilepsy sessions may request a need-based honorarium if necessary to their participation.
 - Faculty must complete the Annual Meeting Faculty Financial Assistance Request Form by the end of April. This includes the title/position, brief explanation, and letter of support from their supervisor.
 - Requests must be made by completing the online [Annual Meeting Financial Assistance Request Form](#) by the AES established deadline.
 - Requests will be reviewed by the Annual Meeting Committee chair.
 - The maximum honorarium permitted is \$500
- One (1) Non-member faculty of Symposia, IW, and SIG sessions are eligible to receive an honorarium.
- Two (2) Non-member faculty of the Annual Course and Dialogues to Transform Epilepsy sessions are eligible to receive an honorarium.
- Eligible faculty must meet all deliverables by established deadlines to receive an honorarium.
- Eligible faculty may only receive one honorarium per Annual Meeting.

Travel/Hotel:

- One (1) non-member per Symposia and IWs and two (2) non-members for the Annual Course and Dialogues to Transform Epilepsy session are eligible to receive the travel package.
 - **NOTE: Non-members may only receive travel support once in the history of AES Annual Meetings. Please check with the staff liaison to see if a non-member has received travel in past Annual Meetings before offering the travel package.**
- The travel package includes:

- Round trip coach air, train, or mileage from the faculty home city. AES will reimburse roundtrip mileage (at the standard rates determined by the IRS), tolls, and parking for up to three days. AES will reimburse only up to the amount of coach air travel, as quoted by the AES travel agency.
- Maximum of two (2) nights hotel, room and tax only, in an AES approved hotel.
- **Transportation (Deadline: September 15):**
 - All transportation supported by AES must be booked through the AES approved travel agent. 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 the AES travel agent (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.

Registration:

- All faculty are responsible for their own registration, including payment.
- Complimentary one-day registration may be requested for faculty who are outside of the field of epilepsy that would not otherwise attend the meeting (eg. Dietician, attorney, sleep expert, etc.) The Annual Meeting Committee Chair will review all requests.
- If faculty would like to attend more days, they will need to pay the full registration fee for their category.

Patient Partners:

- AES encourages planning committee chairs to engage patients or patient advocates, with preference for those that are local to the meeting city.

- One (1) non-member patient or patient advocate per session is eligible to receive a \$300 honorarium.
- One (1) non-member patient or patient advocate per session is eligible to receive complimentary one-day registration.

Requests for Travel Packages:

(For Symposia, Investigators Workshops, Annual Course, and Dialogues to Transform Epilepsy only)

Requests must be made by completing the online [AES Travel Package Request Form](#) **by the end of April**. Final decisions on travel package requests will be made by the appropriate committee chair(s) based on rationale and budget and communicated to session chairs **by mid- to late-May**. No faculty 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.

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.

Requests for Registration Coverage:

Requests must be made by completing the online [AES Complimentary Registration Request Form](#) **by the end of April**. Final decisions will be made by the Annual Meeting Committee Chair and communicated to session chairs **by mid- to late-May**.

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 basis. All exceptions must be approved by the Chair of the Council on Education.