**MAALL Board Annual Meeting Policies**

REIMBURSEMENT OF EXPENSES FOR SPEAKERS OUTSIDE OF THE MAALL LIBRARY COMMUNITY

MAALL will pay meeting registration, travel, hotel and meal expenses.

Travel expenses are defined as coach airfare and shuttle/taxi service to and from the hotel. Automobile mileage or an alternative to airfare will be paid but should not exceed the cost of coach airfare.

Hotel expenses are defined as the room rate plus tax. Any additional hotel charges, such as telecommunications or movies, must be paid by the speaker. MAALL will only pay for those nights required by the meeting and transportation schedules.

Some meals are included as part of the meeting registration which MAALL provides. It is expected that the speaker will join MAALL for meals included in the registration. MAALL will pay for other meals required as part of the travel.

MAALL will not be responsible for expenses other than those listed above.

HONORARIUM FOR SPEAKERS

When MAALL has a healthy budget, the President is encouraged to supplement the programming for the annual meeting. The President may elect to spend up to 20% of the budget balance carried forward from the previous year on speakers and other educational programming. The Board must approve such expenditures if they will exceed this amount.

COMPLIMENTARY MEAL TICKETS

Complimentary meal tickets may be offered to honored guests such as city officials, managing partners, executive directors, judges, deans, and/or guests of the speakers. None will be given to local arrangement members.

CANCELLATION AND REFUND POLICY

The cancellation and refund policy should be clearly stated on the registration form. Full refunds will be given when notice of cancellation is received at least 21 days in advance of the conference. Half of the registration fees will be refunded when notice of cancellation is received between 7 and 20 days in advance of the conference. No refund will be issued if the cancellation is received fewer than 7 days before the conference. Approved refunds will be made only after the annual meeting. In lieu of cancellation, an alternate may be sent. If the alternate is not a MAALL member, she must pay any difference in rate. If a registrant has an emergency and can't come to the meeting, he or she will be entitled to a full refund. The Board shall have the discretion to determine whether a particular situation constitutes an emergency.

The following language is to be used on the registration form itself:

CANCELLATIONS AND REFUNDS

 If you register and find you cannot attend, you will receive a full refund if you notify [Registration Chair, contact info] by [date of 21 days in advance of conference]. If you cancel between [dates of 7 days in advance and 20 days in advance], half of your registration fees will be refunded. No refund will be issued after [date of 6 days in advance]. Approved refunds will be made only after the annual meeting. Instead of canceling, you may choose to send an alternate. If the alternate is not a MAALL member, she must pay any difference in rate.