



# *National Association of Emergency and Fire Officials*

## Educational Presenter Remuneration

Category: ADMINISTRATIVE

Policy Number 12

New: January 16, 2024

### REFERENCE

### SCOPE

This Policy applies to any educational event, e.g., conference, webinar, etc., put on by the National Association of Emergency and Fire Officials (NAEFO), hereinafter known as the "Association", and any persons presenting at any events hosted by the Association, e.g., speakers, instructors, etc.

### PURPOSE

To establish clear guidelines for remunerating presenters at Association educational events.

### POLICY

#### 12.10 REMUNERATION OF ASSOCIATION EDUCATIONAL EVENT PRESENTERS

- The Association does not expect an educational event presenter to present without an offer of remuneration.
- Remuneration for an Association educational event presenter is meant to be an honorarium and/or offset any expenses associated with the Association educational event, e.g., travel, lodging, etc.
- The Association will graciously honor any request by an Association educational event presenter to decline all or part or of a remuneration, e.g., payment of remuneration equal to that of the actual Association educational event presenter's actual travel expenses up to the remuneration amount set by this Policy.
- The Association will honor any request by an Association educational event presenter to redirect the presenter's remuneration to a charity mutually agreeable to the Association.
- Multiple Association educational event presenters from the same organization may split the remuneration amount set by this Policy.

#### 12.20 REMUNERATION AMOUNTS

- An Association educational event presenter will receive \$500 for a presentation at an Association educational conference.
- An Association educational event presenter will receive \$250 for an Association educational webinar.

### 12.30 REMUNERATION ADMINISTRATION

- The Association educational event presenters are allowed and encouraged to take advantage of any special pricing or discounts available to those participating in an Association educational event, e.g., special lodging rates; however, the Association cannot pay, prepay, or reimburse Association educational event presenters for travel expenses to Association educational events—that is the purpose in part for the remuneration.
- Remuneration to Association educational event presenters shall be made as soon as practically and financially possible, but not before the Association educational event.
- The Association will not require IRS Form W-9s from Association educational event presenters or issue IRS Form 1099s to remunerations to Association educational event presenters unless a presenter made presentations at multiple Association educational events throughout a calendar year and the total amount of that presenter’s remunerations exceeded the amount in which the Association is required to issue an IRS Form 1099 to the presenter.

### 12.40 REMUNERATION EXCEPTIONS

- An exception to this Policy must be documented in writing and approved in writing by the Association educational event presenter and an Executive Committee of the Association’s Board of Directors, e.g., a “marquee” or keynote presenter.

### REVISION HISTORY

Revision Date	Author	Revision
January 16, 2024	Monte Olsen	Initial version