

Education

LEADERSHIP, PLANNER, FACULTY, & AUDITOR MEETING SUPPORT

Purpose: To define official CME and leadership roles and reimbursement.

Course faculty at an AAOA meeting are defined as individuals delivering 5% or more of the course content. Course faculty and the course director's expenses (e.g., registration, travel, hotel, meals) will be covered by the AAOA.

The AAOA President, President Elect, Coordinator for Education, and Educational Programs Chair are eligible to attend any AAOA course (Basic, MOC, or Advanced) with expenses covered (e.g., registration, travel, hotel, meals).

The Corporate Development Chair and the Educational Assessment Chair are each eligible to attend one AAOA course (Basic, MOC, or Advanced) with expenses covered (e.g., registration, travel, hotel, meals).

With the exception of the AAOA Annual meeting, the expenses incurred by participants in meeting planning sessions will be covered by the AAOA (e.g., travel, hotel, meals).

No travel support or registration discounts shall be offered to allied health of faculty or leadership.

The AAOA encourages its leadership in general to attend AAOA meetings. To facilitate this process each AAOA Board member and Educational Committee member will be permitted to select one AAOA course per year (Basic, MOC, or Advanced) to attend with registration covered, while the member covers their own travel/hotel/meals.

At the discretion of the AAOA Board of Directors, additional individuals may be granted partial (e.g., registration) or full travel support (e.g., registration, travel, hotel, meals) to meetings if their presence at the meeting is deemed necessary for the good of the organization. This might include course auditors, guest lecturers from outside AAOA membership, or AAOA representation at an important non-AAOA meeting.

It is the policy of the Academy, as established by the Board of Directors, to reimburse travel expenses on the basis of necessary and actual expenditures involved. Members are asked to PLEASE READ the AAOA/F meeting expense policy. Afterward, fill out the entire travel expense reimbursement report. If it is not complete, they will not be reimbursed.

Honoraria

Faculty are eligible for a \$1000 honoraria for physicians and \$500 honoraria for allied health in recognition of their hard work and commitment.

Adopted: January 2013

Updated by Board: June 2014; Updated 2018

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INVITED GUEST SPEAKER

Our Programming Policy limits speaker reimbursement as follows. Non-AAOA Speakers:

Total Reimbursement: International guest speaker will be granted a \$2500 stipend plus a hotel room costs
Domestic guest speaker will be granted \$1500 stipend plus hotel room costs

The stipend is proffered to cover travel costs.

AAOA Members:

Total Reimbursement: Complementary registration for primary speaker

All speakers receiving reimbursement must submit an IRS w-9 form. IRS 1099 forms will be issued for all reimbursement over \$500/year.

Approved: January 2004

Revised for Approval: January 2013

Updated by Board: June 2014