Iowa Recycling and Solid Waste Management Conference
Reimbursement Policy

Keynote, Plenary, Training Session Speakers: These are speakers that the conference committee seeks out and asks to speak. The conference will pay reasonable speaking and travel fees to obtain these speakers. Historically, the conference keeps its keynote, plenary and training session speaking costs under $5,000.

Breakout Session Speakers: This conference, as it is a fundraising event for both IRA and ISOSWO, does not offer complimentary conference registration or travel expenses* to breakout session speakers.

- **All speakers must register for the event online and pay the registration fee for the day(s) you are attending.**

- Speakers are responsible for registering for the conference prior to the early bird registration deadline to receive the lowest possible rate.

- Speakers who are attending to speak at their session only and not attend any other education sessions must still register online but will not be charged a registration fee.

*If attending this conference is a financial hardship for your organization, you can complete the Speaker Reimbursement Request form. Your request will be reviewed by the conference committee and approval, denial or discussion of the request will be provided to you prior to confirming selection of your presentation.

All other presenters, moderators, facilitators, no compensation is provided.

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Speaker Reimbursement Request
(This will be submitted via a Google form.)

This form is due at the time of your submission of presentation topic.

Name:

Company:

City, State you are traveling from:

Title of presentation submitted:

Explanation of financial hardship:

Reimbursement requested

- Number of nights requested at official conference hotel:
- Estimated (or range) for roundtrip airfare:
- Ground transportation:
- Number of miles requested for reimbursement (at .545/mile, IRS 2018 rate):
- Meals (outside of those served during conference):

Total dollar amount requested: