



## NSH Symposium/Convention 2018 Speaker Policies

### ABSTRACT SUBMISSION

All abstracts must be submitted electronically through the NSH Convention website, [www.histoconvention.org](http://www.histoconvention.org), by the published deadline. Abstracts received after the deadline or with incomplete information will not be considered.

Speakers wishing to submit a hands on “wet workshop” must include a description of all equipment, chemicals and reagents being used at the time of submission. If the submission is missing this information it will not be considered by the committee. All speakers who are selected to present a wet workshop must follow the safety guidelines for workshops created by the NSH Health & Safety Committee. These guidelines are available on the NSH Convention website, [www.histoconvention.org](http://www.histoconvention.org), or can be obtained by contacting the NSH Director Meetings & Education, Aubrey Wanner, [Aubrey@nsh.org](mailto:Aubrey@nsh.org).

### PRODUCT ENDORSEMENT

Individuals may use company products and equipment for the sole purpose of teaching scientific theory, techniques and information useful to the field of histotechnology. The program content and any material for handout may not include catalogs, price lists or commercial material of any nature.

During activities of the Symposium/Convention, questions may arise concerning the quality of various commercially marketed products. Speakers are encouraged to express their opinions, but should be cautious in that specific factual statements may give rise to claims of product disparagement or endorsement. Speakers should not purport to represent the views of NSH with respect to any commercially marketed product.

### HANDOUTS

NSH **requires** an electronic copy of a handout be provided to the NSH by the published deadline. Handouts should include the PowerPoint presentation being used to teach the workshop and any additional resource materials the speakers feels are relevant. Handouts are reviewed by the NSH Convention Committee Program Team to ensure they conform to NSH standards (*see NSH Handout Standards provided on [www.histoconvention.org](http://www.histoconvention.org)*) and do not include vendor specific or sales information (see Product Endorsement above).

**NSH does require the original source file**, eg. the PowerPoint file, so that it may be formatted to meet NSH layout standards for handouts. NSH will not edit handout content without the permission of the submitting speaker.

Handouts must be the original work of the speaker and the speaker should hold the sole copyright to the work or obtained all necessary permissions or licenses from any persons or organizations whose material is included or used in the presentation.

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## **SUBSTITUTIONS/CANCELLATIONS**

Speaker Substitutions: NSH does not allow the substitution or addition of speakers to a workshop or seminar without the consent of the NSH Director of Meetings & Education, Aubrey Wanner. If a scenario arises causing the request of a substitute the speaker agrees to contact the Aubrey Wanner, 443-535-4065 as soon as possible to discuss a solution.

Speaker Cancellations: If a speaker is forced to cancel the speaker agrees to contact the NSH Director of Meetings & Education, Aubrey Wanner as soon as possible to discuss a solution. The speaker agrees to assist NSH in identifying and find a substitute for the workshop. In addition the speaker agrees to provide their handout for use by the replacement speaker if needed.

## **GUESTS**

Only registered NSH attendees are permitted to attend workshops for which they have preregistered and paid. NSH does not allow guests to participate or observe sessions. Speakers are not permitted to invite unregistered attendees to their workshops including representatives from their companies.

## **LICENSE/COPYRIGHT OF THE PRESENTATION**

Participation as a speaker authorizes NSH a royalty free license to record, use, reproduce and distribute your presentation (including all handouts and PowerPoint presentations) in any way in the future, with appropriate attribution to the speaker. This license does not change the fact that the speaker retains copyright ownership of the presentation, and does not prohibit the speaker from using the presentation in any way or from allowing others to use it in the future.

## **FUNDING**

NSH requires receipts for all submitted reimbursable expenses including per diem items. Due to NSH Policies restricting the purchase of alcohol, per diem receipts must be itemized. NSH will not accept total cost credit card receipts or line items on a hotel bill.

**Local Domestic Speakers (speakers traveling within North America whose workplace is 75 miles or less from America's Center Convention Complex)**

Parking: NSH will reimburse the cost of parking at the America's Center Convention Complex for 1 day.

Meals: NSH agrees to fund 1 day per diem @ \$30.00 per day for incurred food and non alcoholic beverage expenses.

Registration Fees: As a speaker you receive free Symposium/Convention registration. However, speakers attending workshops or social functions must pay the appropriate fees.

**Domestic Speakers (traveling within North America)**

Transportation: NSH agrees to fund one round trip coach airfare or train ticket up to \$500. If coach airfare or train ticket exceeds \$500, permission must be obtained from NSH prior to purchasing the ticket. If a speaker chooses to travel by automobile NSH agrees to reimburse mileage at the standard IRS rate for the current year. Although NSH allows the personal choice of travel (land vs. air) reimbursement for travel is at the lower rate.

Lodging: NSH agrees to fund 1 night at the negotiated single rate of a standard room, plus tax (\$189.00+) at the Marriott St. Louis Grand.

Parking, Shuttle Service: NSH will reimburse the cost of an airport taxi/shuttle service and parking at the airport up to \$75.00.

Meals: NSH agrees to fund 1 day per diem @ \$30.00 per day for incurred food and non alcoholic beverage expenses.

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Registration Fees: As a speaker you receive free Symposium/Convention registration. However, speakers attending workshops or social functions must pay the appropriate fees.

Total Expense Limit: NSH agrees to the reimbursements listed in this section with a total spending limit per speaker of \$850.00. NSH will not reimburse expenses that exceed \$850.00.

## International Speakers (traveling from outside North America)

Lodging: NSH agrees to fund 3 nights at the negotiated single rate of a standard room, plus tax (\$189.00+) at the Marriott St. Louis Grand.

Parking, Shuttle Service: NSH will reimburse the cost of an airport taxi/shuttle service and parking at the airport up to \$100.00.

Meals: NSH agrees to fund 3 days per diem @ \$30.00 per day for incurred food and non alcoholic beverage expenses.

Registration Fees: As a speaker you receive free Symposium/Convention registration. However, speakers attending workshops or social functions must pay the appropriate fees.

Total Expense Limit: NSH agrees to the reimbursements listed in this section with a total spending limit per speaker of \$1000.00. NSH will not reimburse expenses that exceed \$1000.00.

## Please note:

- NSH does not reimburse the luggage fees charged by airlines.
- NSH does not reimburse the mileage for travel to and from the airport.

## QUESTIONS

Contact NSH Director of Meetings & Education, Aubrey Wanner, 443-535-4065 or [aubrey@nsh.org](mailto:aubrey@nsh.org)