



2025 NSH Convention Funding and Workshop Policies

Part 1: Speaker Funding – READ CAREFULLY, UPDATED DECEMBER 2024

Speaker funding is based on the number of sessions you will be presenting, your distance to the convention, and whether you are domestic or an international speaker. Please see below for funding levels.

As of January 1, 2025 NSH will no longer fund meals for the convention.

NSH reserved the right to reject any request for reimbursement that does not fall within the guidelines of the policies and/or submitted correctly.

When submitting your reimbursement you must use the NSH approved form and send receipts. All information must be submitted in a single email – you cannot forward multiple emails with receipts, confirmations, etc. We will not process your reimbursement if you do. NSH requires receipts for all reimbursable expenses. NSH will not accept hotel or credit card bills, an itemized receipt must be submitted.

GENERAL POLICIES

Hotel – General Policy

- Only hotel stays within the NSH room block(s) at official NSH hotels can be reimbursed.
- Room service fees, internet, and other incidentals are not reimbursable expenses.

Airfare – General Policy (*applicable to domestic speakers only, international speakers are not eligible for airfare reimbursement*)

- All airfare must be booked at least 21 days in advance of travel unless circumstances are beyond the traveler's control and prior approval has been provided by the NSH.
- All airfare should be booked in economy/coach class. Airlines may require additional fees for seat selection at the time of ticket purchase as opposed to seat assignment at check-in. These fees can be reimbursable so long as the total ticket cost is below the total allowable amount of \$500.00.
- Travelers are financially responsible for any alterations to his/her itinerary.
- NSH does not reimburse the luggage fees charged by airlines.
- NSH does not reimburse the mileage for travel to and from the airport.



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SPECIFIC POLICIES

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

- Parking: NSH will reimburse the cost of parking at or near the Convention Center per presentation day.
- Registration Fees: As a speaker you receive complimentary Convention registration which provides access to the keynotes and the Vendor Expo. However, speakers attending workshops (other than their own) or social functions must pay the Speaker Registration Fee of \$199.00.

Domestic Speakers (*traveling within North America*)

- Transportation: NSH agrees to fund transportation from the speaker's home city to Long Beach up to \$500.00. If a speaker chooses to travel by automobile NSH agrees to reimburse mileage at the standard IRS rate for the current year. Regardless of the speaker's choice of travel, airfare, train, or automobile, NSH will not reimburse more than \$500.00.
- Hotel: NSH agrees to fund 1 night per presentation day at the published negotiated single rate of a standard room, plus tax at the official Convention hotel published on the histoconvention.org website. NSH will not reimburse for hotel rooms booked outside the official NSH block.
- Parking, Shuttle Service: NSH will reimburse the cost of an airport taxi/shuttle service and parking at the airport up to \$75.00.
- Registration Fees: As a speaker you receive complimentary Convention registration which provides access to the keynotes and the Vendor Expo. However, speakers attending workshops (other than their own) or social functions must pay the Speaker Registration Fee of \$199.00.

International Speakers (*traveling from outside North America*)

- **Transportation: NSH does not fund air transport to/from the convention for international travelers.**
- Hotel: NSH agrees to fund 3 nights at the published negotiated single rate of a standard room, plus tax at the official Convention hotel published on the histoconvention.org website. NSH will not reimburse for hotel rooms books outside the official NSH block.
- Parking, Shuttle Service: NSH will reimburse the cost of an airport taxi/shuttle service and parking at the airport up to \$100.00.
- Registration Fees: As a speaker you receive complimentary Convention registration which provides access to the keynotes and the Vendor Expo. However, speakers attending workshops (other than their own) or social functions must pay the Speaker Registration Fee of \$199.00.



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Part 2: Workshop Proposal Submission and Workshop Guidelines

All workshop proposals must be submitted electronically by the published deadline. Workshop proposals received after the deadline or with incomplete information may not be considered.

Speakers wishing to submit a Learning Lab must include a description of all equipment, chemicals and reagents or planned interactive exercises 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 Learning Lab with chemicals or reagents must follow NSH safety guidelines for workshops. These guidelines are available on the NSH Convention website, www.histoconvention.org, or can be obtained by contacting the Director of Education, Connie Wildeman (connie@nsh.org).

Virtual Presentations

NSH offers a virtual pass to the Convention. Sessions that are selected to be presented in person may also be placed on the virtual program. Sessions on the virtual program are delivered by speakers from a virtual studio at the Convention Center. Virtual presentations qualify for additional funding within the funding guidelines.

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 handouts may not include catalogs, price lists or commercial material of any nature.

During activities of the 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 in speaker acceptance emails. Handouts should include the PowerPoint presentation being used to teach the workshop and any additional resource materials the speaker feels are relevant. 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. Artificial intelligence (AI) language models, such as ChatGPT, may be used with appropriate citation.

Handouts are reviewed by the NSH Convention Committee Program Team to ensure they conform to NSH standards, include required references/citations, and do not include vendor specific or sales information (see Product Endorsement above).



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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.

Substitutions/Cancellations

Speaker Substitutions: NSH does not allow the substitution or addition of speakers to a workshop without the consent of the NSH Director of Education, Connie Wildeman. If a scenario arises causing the request of a substitute the speaker agrees to contact Connie Wildeman, 443-535-4066 as soon as possible to discuss a solution.

The primary speaker who submits the workshop proposal is responsible for ensuring all speakers are listed at the time of submission. NO FUNDING will be provided to speakers added after a proposal is accepted.

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

Workshop Guests

Only registered NSH attendees are permitted to attend workshops. **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 or family members.

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.