

SOUTHEASTERN EMPLOYMENT & TRAINING ASSOCIATION
2010 FALL CONFERENCE PLANNING
RENAISSANCE RIVERVIEW PLAZA HOTEL
MOBILE, ALABAMA
SEPTEMBER 12-15, 2010

2010 FALL CONFERENCE WORKSHOP SUGGESTION FORM
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1. TITLE OF WORKSHOP:

2. WORKSHOP DESCRIPTION: *(Attach sheet if necessary)*

3. TARGETED AUDIENCE *(Specify the audience to attend this session):*

Circle all that apply: Boards, Case Management, Admin/Finance, One-Stop, WIA, Dislocated Workers, Economic Development, Staff Development, Other

4. EQUIPMENT NEEDS *(Be specific):*

Flip Chart _____

VCR & Monitor _____

Overhead & Projector _____

Projection System for Power Point Presentations _____

The presenter must provide other equipment needed for presentation (laptop computer, etc.)

5. SPEAKER INFORMATION:

Name:

Title:

Agency:

Address:

City, State, Zip:

Phone #:

Fax #:

E-mail:

6. FUNCTION AT CONFERENCE *(Check those applicable)*

_____ Workshop Presenter _____ Keynote Presenter

Please submit completed forms to George Leamon no later than **June 1, 2010**: e-mail gleanon@bgadd.org or fax (859) 269-7917

7. *ESTIMATED Speaker Expenses:

Please be reasonable in estimating your expenses. Estimate your expenses based on the attached SETA Guidelines for Speaker Reimbursement. Remember SETA is a good opportunity for you to gain regional exposure. SETA WILL NOT PAY ANY HONORARIUMS TO INDIVIDUALS PAID WITH FEDERAL RESOURCES.

Expense	Comments	Projected Cost
TRAVEL	AIRLINE FARE:	\$
MILEAGE	From: To: Estimated Miles:	\$
TAXI	From: To: From: To:	\$
MEALS		\$
LODGING	Arrival Date: Departure Date: Total Number of Nights:	\$
HONORARIUM/FEE		\$
OTHER EXPENSES		\$
COMP REGISTRATION	FULL YES/NO PARTIAL YES/NO	
COMP MEALS ONLY	Opening reception () Monday Breakfast () Monday Lunch () Tuesday Breakfast () Tuesday Lunch () Tuesday Dinner ()	
		TOTAL: \$

Instructions for completing the SETA workshop/information form. . .

1. **Identify the title of the workshop.**
2. **Provide a description of the workshop. The description should be of sufficient length so that conference attendees may make a determination on whether they will attend this workshop. The description will also be used in the preparation of the preliminary and final agendas.**
3. **Date:** Identify the specific date for which the workshop is scheduled.
4. **Set-up:** Specify how the workshop room should be set-up, i.e.: class-size, theater, rounds, etc.
5. **Equipment:** Specify the needed equipment for the workshop. This includes microphones, flipcharts, markers, overhead projector, screens, etc.
6. **Speaker Information:** Identify the name, SS# or federal tax ID#, title, agency, address, telephone and FAX number of the speaker.
7. **Biographical Information:** Attach a resume' or a biographical description of the speaker. This information becomes important to the moderator who introduces the speaker.
8. **Function at Conference:** Identify what the speaker's function at the conference will be.
9. **Speaker Expense:** Please estimate all the costs associated with the speaker. The total estimated expenses should be a total of all expenses to be paid to the speaker, including complimentary full or half registration fees.
10. **Taped Presentation:** The conference may make arrangements for certain sessions to be taped. These tapes may be sold to members. Speakers must complete this section agreeing or not agreeing to have their presentation taped.
11. **Speaker Signature:** Obtain the speakers signature. By signing the form, the speaker is agreeing to the estimated expenses identified on the form and they are agreeing to the attached guidelines as set forth by the Executive Board.
12. **Seta Executive Board Member Signature:** Executive Board members signature verify that they have agreed to the estimated expenses as presented or negotiated with the speaker.

SETA REIMBURSEMENT GUIDELINES

The following guidelines are to be used for speakers, presenters, and panelists who SETA has agreed to provide reimbursement for travel and related expenses.

1. **AIRLINE FARE:** SETA will reimburse only for the lowest coach fare available. A receipt is required.
2. **MILEAGE:** SETA will reimburse mileage for use of a personal automobile at the rate of \$.585 or the current federal rate per mile, not to exceed the lowest coach fare if participant had utilized airline service.
3. **MEALS:** A per diem rate not to exceed \$30.00 per day will be provided to cover the cost of meals and associated gratuities. Maximum per meal allowances are : Breakfast \$6.00; Lunch \$8.00; Dinner \$16.00. For partial day travel, only those meals occurring during the travel will be reimbursed. SETA WILL NOT provide reimbursement for like meals provided at the conference.
4. **TAXI, SHUTTLE:** SETA will reimburse participants for reasonable taxi or other local transportation to and from Departure/Arrival points. SETA WILL NOT reimburse for the use of a rental car.
5. **LODGING:** SETA will reimburse participants for necessary lodging expenses related to their participation in the conference. Room charges that WILL NOT be paid by SETA include, but are not limited to, pay-for-view TV, long-distance phone calls, in-room bar expenses, and dry cleaning/laundry service. Receipts are required.
6. **TIPS/GRATUITIES:** Reasonable tips and gratuities will be reimbursed to the participant without need for receipts.
7. **HANDOUT MATERIAL IS REQUESTED FOR ALL WORKSHOPS:** Speakers are responsible for the cost associated with any handout material provided to workshop attendees. If speakers are not able to incur costs for handout material, materials must be provided to the Executive Board member coordinating the workshop for duplication. A minimum of seventy-five copies of handout material should be available for attendees at each workshop the speaker agrees to present. **IF ADDITIONAL COPIES ARE NEEDED AT THE CONFERENCE, DUPLICATING COSTS WILL BE CHARGED TO THE PRESENTER.** SETA will not incur costs for additional materials which have not been given to the Executive Board member coordinating the workshop at least 14 days in advance of the workshop date.
8. Any exceptions to the above guidelines will require written approval by both the President and the First Vice President. *The following Workshop/Function form is used when negotiating with a speaker to provide services to the Association.*