Beyond BOUNDARIES
AALL 2014 | July 12-15
San Antonio

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Please complete and submit to AALL by January 10, 2014.

2014 Speaker Control Form

This PDF form is best viewed in Adobe Reader.

Program Title:

Program Alpha-Numeric Code: -

Program Coordinators:

Please provide **complete** information for **Speakers, Moderators *and* Coordinators**. The information derived from this form is the basis for our speaker database. Complete the Expense Arrangements section for non-member speakers, estimating costs as accurately as possible, **and make sure these arrangements are understood by your speakers**.

Participant's Name:

AALL member? Yes No

Check all that apply: Coordinator Moderator Speaker

Professional Title:

Institution/Firm:

Mailing Address:

City/State/Zip:

Phone: Email:

Submitted by (coodinator's name):

Expense Arrangements - Refer to Expense Reimbursement Policy for Non-Member Speakers (Sec. 10.G.) - www.aallnet.org/main-menu/Leadership-Governance/policies/AssociationPolicies/policy-expense.html

Will this participant need:	Yes	No	
Round-trip Coach Airfare? (Booking made through AALL's travel agency; speaker will be contacted.)			
or Round-trip Trainfare? (Booking made through AALL's travel agency; speaker will be contacted.)			
Housing? (AALL provides one night of complimentary housing at one of the conference hotels unless limited flight schedules necessitate an extra night. Booking made through AALL's housing agency; speaker will be contacted.)			
Ground Transportation Reimbursement? (Taxi to/from airport, home airport parking, airport shuttle, tolls)			Amount requested:
Auto Mileage Reimbursement? (Calculated at $.55/mile. Not to exceed airfare cost; on-the-road housing/ meals not included. Rental cars will NOT be reimbursed.)			Estimated number of miles:
Expense Reimbursement? (Limited to $75 per day with itemized receipts. Per diem does not apply.)			Amount requested:
Honorarium? (Contingent upon approval by AMPC Chair and AALL Director of Meetings)			Amount requested:

Please remember: AALL members cannot request reimbursement for travel, housing, conference registration or incidentals.

General notes to AALL:

Please submit your completed form by January 10, 2014 by clicking the 'Submit' button in the upper-right corner of this form.
Or, you may opt to print and fax this form to 312-205-8015 or scan/send it as an email attachment to hletzmann@aall.org.