

Policies & Procedures

MMEA In-Service Workshop/Conference



MMEA Clinician/Event Participant Policies

(Revised: February, 2013)



Missouri Music Educators Association

A Federated State Affiliate of the National Association for Music Education

MMEA Clinician/Event Participant Policies

***Objective:** The Missouri Music Educators Association is committed to providing outstanding professional development opportunities for its membership through its annual events, including the MMEA In-Service Workshop/Conference. Clinic sessions presented by quality clinicians is a priority component of this objective.*

GENERAL POLICY REGARDING CONFERENCE CLINICIANS & CLINIC SESSIONS

MMEA endorses and will financially support (according to MMEA Policy) clinicians and clinic sessions and that provide professional development opportunities for MMEA members that relate to the most current and relative issues relating to music education.

MMEA does *not* endorse or financially support clinicians or clinic sessions that “Showcase” products, materials, etc., for which the clinician is benefiting financially.

Clinic Materials:

- Handouts: Only **clinic materials** relating to the specific topic of the clinic may be distributed at the session. All other materials, such as signage, books, work books, order forms, promotional posters or handouts, may only be distributed at an Exhibitor’s Booth and must be pre-arranged through the exhibitor. (See below for photocopy reimbursement policy)

Clinician/Clinic Sponsorship:

MMEA welcomes outside sponsorship of clinician and/or clinic expenses. All possibilities of sponsorship should be explored. MMEA will publish all sponsorship through website and printed conference publications.



Conference Expense Reimbursement Policy

IN-STATE CLINICIAN/CONFERENCE PARTICIPANT

(Current Missouri Educator)

- 1. Membership:** Current Missouri educators presenting sessions at the MMEA In-Service Workshop/Conference must be current NAFME members.
- 2. Fee:** In-State Clinicians/Conference Participants do not receive clinic fee compensation
 1. Conference registration fee will be waived at pre-registration rate.
- 2. Transportation:** In-State Clinicians/Conference Participants do not receive transportation reimbursement.
- 3. Lodging:** In-State Clinicians/Conference Participants do not receive lodging reimbursement.
- 4. Meals:** In-State Clinicians/Conference Participants do not receive meal reimbursement.
- 5. Materials:** MMEA does not reimburse the cost of photocopying materials. Any copying expenses (handouts, etc.) are the responsibility of the clinician. ****NOTE:** All copyright laws must be observed for all materials to be distributed at the MMEA In-Service Workshop/Conference.

NOTE; MMEA does not reimburse clinician expenses for:

- | | |
|-------------------------------|--------------------------------|
| 1. Telephone/Internet charges | 4. Room Service charges |
| 2. In-house Movies | 5. "Be My Guest" charges |
| 3. Bar charges | 6. Windrose/Off-Property meals |



Conference Expense Reimbursement Policy

IN-STATE CLINICIAN/CONFERENCE PARTICIPANT

(Non-Educator)

- 1. Fee:** Paid for services rendered. Pre-Negotiated.
- 2. Transportation:** Mileage Reimbursement Only
 - a. Paid at 38¢ per mile
- 3. Lodging:** In-State Clinicians/Conference Participants do not receive lodging reimbursement.
- 4. Meals:** A maximum of \$25 (total expenses) will be reimbursed for meals [receipts required]
- 5. Materials:** MMEA does not reimburse the cost of photocopying materials. Any copying expenses (handouts, etc.) are the responsibility of the clinician. ****NOTE:** All copyright laws must be observed for all materials to be distributed at the MMEA In-Service Workshop/Conference.

NOTE; MMEA does not reimburse clinician expenses for:

- | | |
|-------------------------------|--------------------------------|
| 4. Telephone/Internet charges | 4. Room Service charges |
| 5. In-house Movies | 5. "Be My Guest" charges |
| 6. Bar charges | 6. Windrose/Off-Property meals |



Conference Expense Reimbursement Policy

OUT-OF-STATE CLINICIANS/CONFERENCE PARTICIPANTS

1. **Fee:** Paid for services rendered. Pre-Negotiated.
2. **Transportation:** Transportation expenses will be reimbursed for clinician/conference participant only. [receipts required]
 - a. Mileage: Paid at 38¢ per mile [not to exceed airfare expense equivalent]
 - b. Airfare: Direct flight to Missouri, paid at coach rate.
 - i. Mileage to/from airport
 - ii. Airport parking
 - iii. If car rental is needed from Missouri Airport to conference site, MMEA will pay the lesser of mileage or rental fee, but not both.
3. **Lodging:** Paid by MMEA [If included in clinician agreement]
NOTE: *MMEA agrees to pay lodging expenses **ONLY** for nights adjacent to the event session/s in which the clinician/Participant is presenting.*
4. **Meals:** Reimbursed by MMEA [If included in clinician agreement]
 - c. A maximum of \$50.00 (total) will be reimbursed for meals during travel
 - d. MMEA will reimburse only on-property meals during the conference
5. **Materials:** MMEA does not reimburse the cost of photocopying materials. Any copying expenses (handouts, etc.) are the responsibility of the clinician.
****NOTE:** All copyright laws must be observed for all materials to be distributed at the MMEA In-Service Workshop/Conference.

NOTE; MMEA does not reimburse clinician expenses for:

- | | |
|-------------------------------|--------------------------------|
| 7. Telephone/Internet charges | 4. Room Service charges |
| 8. In-house Movies | 5. "Be My Guest" charges |
| 9. Bar charges | 6. Windrose/Off-Property meals |