

## 2018 PDTCA "SPEAKER "GUIDELINES"

**1. EVENT:** The Speaker (the "Speaker") will attend and present a session at Palliser District Teachers' Convention Association (PDTCA) on behalf of the Alberta Teachers' Association (ATA) in Calgary, Alberta on February 22 and/or 23, 2018 (the "Event")

**2. LOCATION INFORMATION:** Within a reasonable time prior to the Event, the Association will inform the Speaker of the specific location and time that the Speaker will be presenting his or her session(s).

### **3. HONORARIUM:**

Speakers receive a modest honourarium to compensate them for the time they spend preparing session presentations and materials. This amount is reported to the Canada Revenue Agency by the Alberta Teachers' Association.

Local Speakers (Speakers who are required to attend Palliser Convention as a delegate) - The standard honorarium offered to local speakers will be \$200 per 75 minute session, \$300 for a continued session (a session that continues over 2 time slots) and \$500 for sessions of one or more full days.

For Non-Local Speakers (speakers who are not required to attend Palliser Convention as a delegate) - the speaker fee will be as negotiated and travel and subsistence as per the table listed below under 5. Expenses. Other costs if any will be as negotiated and approved by the Program Chair.

For sessions with multiple speakers, the honorarium will be divided equally by the number of speakers. All travel and subsistence will be paid to Speaker 1 which they may then cash and distribute among the co-presenters.

Collecting Speaker Honouraria:

If your proposal included an honourarium request and your contract was accepted, then a cheque will be issued to you at the Convention Information Desk.

Speakers receiving payment will need to provide their social insurance numbers.

Companies receiving payment will need to provide an invoice for their services. GST will not be paid unless an invoice includes a CRA GST Registration Number.

The provincial Alberta Teachers' Association will provide T4 slips each year to speakers whose payment passes a threshold level determined by ATA accountants.

International speakers should complete a CRA 105 Waiver form or 15% of their honouraria will be held for tax purposes.

<http://www.cra-arc.gc.ca/E/pbg/tf/r105/README.html>

**4. GST :** Goods and Services Tax (GST) charged by a Speaker who is being paid for attending the Event will be honoured only if the Speaker provides a business registration number to the Association and has billed for the amount of the GST. This number needs to be stated on an invoice provided by the speaker or agency.

## 5. EXPENSES:

### a. Accommodations:

Out of town Non-Local speakers will be provided with accommodation as required at our host hotel in Calgary, currently either the Fairmont Palliser, or the Hyatt Regency. Additional accommodation will be at the expense of the speaker unless pre-arranged by PDTCA. Incidentals charged to the room will not be reimbursed (i.e., liquor, movie rentals, room service, etc.). Further information regarding accommodations, if required, will be included in a speaker contract.

Any costs of accommodation beyond those of the Speaker specifically are the responsibility and at the sole expense of the Speaker, unless otherwise arranged in writing with the Association.

### b. Travel & Subsistence

The association will provide a noon luncheon for all speakers on the day/days the speaker is presenting a session. The speaker(s) will need to designate they would like this on the speaking proposal, so they can be added to the list.

Speakers will be reimbursed for all travel, parking and subsistence as per guidelines below. No other expenses incurred by the speaker will be covered by the Association. ***The Speaker is responsible for making all travel arrangements.***

<b>Travel &amp; Subsistence Allowance*</b>	
Banff	\$200
Edmonton	\$400
Fort McMurray	\$700
Grande Prairie	\$700
Lethbridge	\$300
Medicine Hat	\$400
Red Deer	\$200
Saskatoon or Regina	\$500
Toronto	\$800
Vancouver	\$600
Victoria	\$600
Winnipeg	\$700
Calgary and Vicinity	\$30

**\* Allowance for any locales not listed will be based on the nearest large city. Travel and subsistence allowance (including parking) does not apply to Local Speakers (Speakers who are required to attend Palliser Convention as a delegate).**

### c. Photocopying Online Handouts and Material Allowance

Photocopying will be the responsibility of the speaker. The Board will no longer provide photocopying.

You can upload handouts for delegates to download using an upload link in Sched.org. Instructions will be emailed to you in January of the convention year.

### d. Release Time for Speakers - *Only one day of release time per day(s) on which the speaker is presenting is offered. Must be requested at the time of submitting the speaking proposal.*

Should a contract be offered, the speaker will be required to provide additional contact information in order to ask the appropriate people permission for the speaker to be released. **It is the sole responsibility of the speaker to provide the appropriate contact information, please update your speaking proposal with the email address(es). The deadline for providing the information is October 31st.**

**6. AUDIO-VISUAL:** You will be provided with a microphone, podium, av cart(with power), lcd projector, a screen, and speakers. Laptops, overhead projectors, and smartboards are NOT provided. Speakers will also be responsible for any special adaptor cables such as Dongles if they need anything beyond the regular laptop to LCD projector connection.

**7. PARTICIPANT FEES & PRE-REGISTRATION:** It is the sole responsibility of the speaker to establish the participant fee and include the participant fee in the speaking proposal and collect all fees. (eg. for an art session, the delegates may use paint supplies during the session and thus need to be charged a fee to cover these costs) **PDTCA will not be responsible for reimbursement of any non-collected fees.**

If you request pre-registration, please note that we only allow pre-registration for sessions with a maximum of 30 participants.

**8. PAYMENT:** Should a contract be offered, the speaker must provide either (a) a SIN or (b) an invoice(with the business registration number) from a company. This information will be used as required by the Canada Revenue Agency (CRA) to report income. Please be prepared to provide your SIN when you receive your check at the convention desk. **Non-resident (eg- US Speaker) speakers must also provide a tax waiver form. If this form is not provided, 15% of the speaker fee will be withheld as Canadian taxes and submitted to Revenue Canada. Download form:**

<http://www.cra-arc.gc.ca/E/pbg/tf/r105/README.html>

Submit to:

Calgary Tax Services Office  
220 4th Avenue South East  
Calgary AB T2G 0L1  
Fax: 403-264-5843

- 9. CONFLICT OF INTEREST:** The Speaker must refrain from selling any materials or products or otherwise engaging in any promotional activity within the context of the lectures or sessions at which he or she is presenting. If a speaker chooses, he or she may contact His/Her publisher to request that a booth be available for promotion of His/Her books and materials. Booths can be booked through: PDTCA Exhibits Chair email: Tara Hrysak [exhibits@pdtca.org](mailto:exhibits@pdtca.org)

PDTCA helps provide an onsite Book Store for the sale of speaker books or other products. Please list your books in the online Speaking Proposal.

## **10. CANCELLATION**

- a. The Speaker may cancel his or her appearance at the Event without penalty, provided that:
- i. the Association receives written notice of such cancellation by no later than **90 days** prior to the Speaker's first scheduled speaking engagement at the Event; or
  - ii. in the event that the Speaker's cancellation is by reason of illness or bereavement, the Association receives from the Speaker:
    1. written notice of such cancellation prior to the Speaker's first scheduled speaking engagement at the Event; and
    2. satisfactory confirmation, within 2 weeks of the conclusion of the Event, that an illness or bereavement in fact existed which necessitated the Speaker's cancellation of his or her appearance at the Event.
- b. If the Speaker cancels his or her appearance at the Event, but fails to do so in accordance with Clause 10a) above:
- i. the Speaker will be responsible for the cost incurred by the Association to rent the room in which the Speaker was scheduled to speak, provided that the Association, upon having made reasonable efforts, is unable to arrange for an appropriate replacement speaker; and
  - ii. the Speaker will be responsible for all pre-arranged travel and/or accommodation costs (including any additional penalty costs), provided that the Association is unable, through reasonable efforts, to arrange for a replacement speaker to travel and stay in the Speaker's place or otherwise avoid those costs being incurred.
- c. The Association shall communicate to the Speaker in writing by no later than two

months after the conclusion of the Event all costs that the Speaker becomes responsible for as a result of his or her cancellation of their appearance at the Event.

- d. Except as otherwise provided in this agreement, the Association will not be responsible for special, incidental, or consequential damages in any circumstances, including circumstances arising from the Association's cancellation of the Event or the Speaker's session(s) for any reason or at any time whatsoever.
- e. If the Association cancels the Event or the Speaker's session(s), the Association will be responsible for the pre-arranged travel and/or accommodation costs (including any additional penalty costs) of the Speaker that are associated with the Speaker's intended engagement at the Event, provided that neither of the parties is able, through reasonable efforts, to arrange for those costs to be avoided.
- f. If the Association cancels the Event or the Speaker's session(s), the Association will not be responsible for payment of any honorarium or appearance fee that the Speaker would have received pursuant to this contract had the Event or session(s) not been cancelled.
- g. If the Association cancels the Event or the Speaker's session(s), the Association may, at its discretion, compensate the Speaker for all or part of the costs that the Speaker incurred in preparation for the Event or otherwise. Such compensation by the Association will not be construed to be a waiver of the Association's rights under clause 10(f) of this agreement or otherwise stop them from relying on those rights.
- h. Any monies payable between the parties, either for honorarium, reimbursement of expenses or otherwise, must be paid in full by no later than two months after the amount owing has been properly communicated to the other party pursuant to the terms of this agreement, and will not be paid before the Event.

**11. PERSONAL INFORMATION** - The Alberta Teachers'™ Association requires the information contained on this form in order to conduct the professional and business affairs of its membership and will collect, use and disclose the personal information about you accordingly. For inquiries, objections or concerns about how the Personal Information Protection Act applies to your personal information, please refer to our privacy policy on the [Alberta Teachers, Association](http://www.teachers.ab.ca/) <http://www.teachers.ab.ca/>website.