

2027 Palliser District Teachers' Convention Association 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 (the Association) in Calgary, Alberta on February 19 and/or 20, 2026 (the "Event")

2. Location Information

Within a reasonable time prior to the Event, PDTCA will inform the Speaker of the specific location and time that the Speaker will be presenting their session(s).

3. Honorarium

Speakers receive a modest honorarium 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.

- a. Local Speakers (Speakers who are required to attend Palliser Convention as a delegate)
 - i. The standard honorarium offered to local speakers will be \$200 per individual time block to a maximum of \$500/day. Teacher-Speakers are only permitted to present up to a maximum of one day on their assigned convention dates. In rare circumstances, permission to speak/present on both days can be approved by the Alberta Teachers' Association. Local speakers are not entitled to expenses.
- b. For Non-Local Speakers (speakers who are **not** required to attend Palliser Convention as a delegate)
 - i. The Speaker fee will be as negotiated and travel and subsistence as per the table listed below under Section 5 Expenses. Other costs, if any, will be as negotiated and approved by the Program Chair.
- c. For sessions with multiple Speakers
 - i. The honorarium will be divided equally by the number of Speakers unless otherwise specified on the speaking proposal. All travel and subsistence will be paid to Speaker 1 which they may then distribute among the co-Speakers. All Speakers who will be at this session must be listed on the speaking proposal form regardless of whether an honorarium is requested.
- d. Collecting Your Honorarium
 - i. If your proposal included an honorarium request and your contract was accepted, then you will be required to complete RBC PayEdge information so you can be paid via EFT.
 - ii. Before any honorarium is paid, the Speaker must also provide either their Social Insurance Number or their Business Number to PDTCA.

- iii. Companies or agencies receiving payment will need to provide an invoice for their services. GST will only be paid if an invoice includes a CRA GST Registration Number, and the agency has billed PDTCA for the GST amount.
- iv. The provincial Alberta Teachers' Association will provide T4A slips each year to Speakers whose payment passes a threshold level determined by the Association accountants.
- v. International Speakers should complete a CRA 105 Waiver or 15% of their honorarium will be held for tax purposes.
 - 1. [TT1261 Application for a Canada Revenue Agency Individual Tax Number \(ITN\) for Non- Residents](#)
 - 2. [R105 Regulation 105 Waiver Application - Canada.ca](#)

4. Expenses

a. Accommodation

Out of town non-local Speakers will be provided with accommodation as required at our host hotel in Calgary. Additional accommodation will be at the expense of the Speaker unless pre-arranged by PDTCA. Incidentals charged to the room will not be reimbursed. Further information regarding accommodation, 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 PDTCA.

b. Travel & Subsistence

PDTCA will provide a noon luncheon for all Speakers on the day/days the Speaker is presenting a session. The Speaker(s) will need to indicate they would like to attend lunch on their 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 PDTCA. **The Speaker is responsible for making all travel arrangements.**

Travel & Subsistence Allowance*	
Banff	\$200
Edmonton	\$400
Fort McMurray	\$700
Grande Prairie	\$700
Lethbridge	\$300
Medicine Hat	\$400
Montreal	\$800
Ottawa	\$600
Quebec City	\$1000
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

Photocopying will be the responsibility of the Speaker. Speakers can upload handouts for delegates to Sched.

d. Release Time

Only **one day of release time** per day(s) on which the speaker is presenting is offered. Release time must be requested at the time of submitting the speaking proposal, along with the email of the person who has the authority to permit release time for the Speaker. It is the sole responsibility of the Speaker to provide the appropriate contact email address(es). The deadline for providing the contact email address(es) is November 30.

5. Audio-Visual

The Speaker will be provided with a microphone, podium, AV cart (with power), LCD projector, a screen, and speakers as requested in the speaking proposal. Laptops, overhead projectors, and smartboards are NOT provided. Speakers will also be responsible for any special adaptor cables if they need anything beyond the regular laptop to LCD projector connection.

6. Participant Fees

It is the sole responsibility of the Speaker to establish the participant fee and include the participant fee in the speaking proposal. (e.g. 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 collect the fees for pre-registration sessions. The number of pre-registrants multiplied by the participant fee will be paid to Speaker 1 as part of their final payment.

7. Pre-Registration

All sessions requiring a participant fee **must** be requested as a pre-registration session.

All off-site sessions **must** require pre-registration. If you request pre-registration, please note that pre-registration for sessions must have a minimum of 16 participants, and a maximum of 50 participants.

8. 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 sessions at which they are presenting. If a Speaker chooses, they may contact their publisher to request that a booth be available for promotion of their books and materials. Booths can be booked through the PDTCA Exhibits Chair email: exhibits@pdtca.net

9. Cancellation

- a. The Speaker may cancel their appearance at the Event without penalty, provided that:
 - i. PDTCA 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. If the Speaker's cancellation is because of illness or bereavement, PDTCA 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 their appearance at the Event.
- b. If the Speaker cancels their appearance at the Event, but fails to do so in accordance with Clause 9a) above:
 - i. The Speaker will be responsible for the cost incurred by PDTCA to rent the room in which the Speaker was scheduled to speak, provided that PDTCA, 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 PDTCA 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. PDTCA shall communicate to the Speaker in writing no later than two months after the conclusion of the Event all costs that the Speaker becomes responsible for because of their cancellation of their appearance at the Event.
- d. Except as otherwise provided in this agreement, PDTCA 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), that is not cancelled due to an event of Force Majeure, 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 9(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.
- i. Neither Party to this Agreement shall be liable for delay or non-performance of its obligations hereunder if the cause of delay or non-performance of its obligations under this Agreement is an event which is unforeseeable, beyond the control of the Party affected, occurs without any negligence or other fault of the Party affected (or for which the Party affected is responsible at law), and cannot be remedied by the exercise of reasonable diligence, including without limitation, war invasion, terrorism, insurrection, riots, order of any civil or military authority, explosion, fire, flood, earthquake, weather, the

unforeseeable failure of suppliers to meet their contractual obligations, transportation problems beyond control of either Party, overriding professional responsibility, pandemic, epidemic, governmental action, acts of God, acts of general application of civil or military authority, governmental orders of general application, or, without limitation, any other cause beyond the party's control ("Force Majeure"). The Party affected will be relieved from its affected obligations as long as the Force Majeure lasts and hinders the performance of said obligations. The Party affected shall promptly notify the other Party and if possible, make reasonably diligent efforts to mitigate the effects of Force Majeure.

10. Personal Information

The Alberta Teachers' Association requires the information contained on this form to conduct the professional and business affairs of its membership and will collect, use and disclose personal information accordingly. Additionally, contact information submitted by speakers and exhibitors may be shared with other ATA professional development sub-groups for the purpose of recommending services.

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](#) website.

This document represents the entirety of the agreement between the parties. There are no other representations, conditions or warranties.