



Educational Workshop Compensation Policy

Approved January 17, 2017

The following guidance is provided to educational workshop organizers to assist with the definition of the workshop with the final goal of making it a successful break-even with a financial return, i.e. revenue must balance costs.

The main revenue and costs of a workshop are:

Revenue	Costs
Registration fee of paying attendees Sponsorship (high-risk revenue)	Room, AV costs Food and beverages CRS Workshop Registration for speakers/organizers CRS Annual Meeting registration for speakers/organizers Staff time (including follow-up of sponsorship and marketing) Direct marketing costs Misc.: handouts, etc.

The total estimated costs, including the items indicated in the table, are \$25,000. Each workshop must achieve the minimum number of paying attendees indicated below and sponsorship to balance costs.

1. A preliminary speaker compensation budget allocation will be submitted by the workshop organizer along with the workshop proposal. The allocation, and any changes after submission, must be reviewed and approved by the Finance Committee. Allocation of the workshop budget will be guided by the workshop organizer, using the following requirements:

Minimum budget to avoid cancellation (<i>advance registration deadline: May 24, 2017</i>)	<ul style="list-style-type: none"> • Minimum 40 PAID regular workshop attendees registered by advance registration deadline. • Minimum of \$10,000 in sponsorship received
Workshop Organizers and Speakers Compensation	<ul style="list-style-type: none"> • *Complimentary registration to the Workshop • Complimentary CRS Annual Meeting Registration (<i>applicable only if \$10,000 sponsorship is met</i>) • Independently-sponsored travel (<i>applicable only if \$10,000 sponsorship is met</i>)
Acceptable expenses	<i>See CRS Travel Reimbursement Guidelines</i>
Speaker Reimbursement Order of Priority	<ol style="list-style-type: none"> 1. Speakers from academic and non-profit institutions 2. Industrial and government speakers, only where they are specifically required for the success of the workshop AND are unable to attend if the support above is not provided. 3. The allocation of fund should be fair and representative of origin (local vs intercontinental)

**Independent of speaker compensation budget*

2. In order to meet the budget requirements and reimbursement policy above, workshop organizers are encouraged to select speakers attending an associated annual meeting and also key people from industry. Compensation must not be provided to speakers receiving similar benefits from speaking at the adjoining/associated meeting.
3. The final budget and confirmed speaker list must be set no later than **60 days before annual meeting registration opens.**
4. **Workshop Cancellation Policy:** CRS reserves the right to cancel the workshop if a sufficient number of registrations are not received by the designated advanced registration deadline. In the event CRS cancels this workshop, CRS is not liable for nonrefundable airfares or ticket change penalties imposed by the airlines. Please wait until you receive notification from CRS staff that the workshop is going forward before booking your travel.