



**AACRAO 2022 Annual Meeting  
Portland  
April 3-6, 2022**

**Non-AACRAO Member Presenter Expense and  
Complimentary Registration Request Form**

AACRAO will pay pre-approved expenses of non-AACRAO member program presenters with specialized expertise and whose position would not normally be found in the AACRAO membership. In addition, AACRAO may provide a complimentary one-day registration or discounted meeting registration. Pre-approval must be obtained from the President-Elect and Executive Director. **Priority submission deadline: Monday, December 1, 2021**

**The chair of the committee proposing the session must submit this form to the appropriate program committee coordinator by Monday, January 10, 2022** The program coordinator will forward the request to the AACRAO office for consideration by the President-Elect and Executive Director. Commitment for expenses of nonmember presenters may be made only after approval. Presenters must be informed, well in advance of the Annual Meeting, of the expenses or honoraria to be paid.

This form is required for all nonmember presenters at general or plenary sessions, break-out sessions, workshops, roundtables, meals, and all other presentations. However, if there is a formal contract or letter of agreement between the Executive Director and the presenter, it is not necessary to submit this form.

Presenter name (first, last): \_\_\_\_\_  
 Institution: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Session Number: \_\_\_\_\_ Title: \_\_\_\_\_

**Registration:**

Complimentary one day or discounted full meeting  Complimentary full meeting (only available in special circumstances)

**Expenses Requested**

Travel (including airfare, taxi, and/or private auto)		\$ _____
Hotel:	# of nights _____	\$ _____
(Normally only one night will be authorized, but please take presenter's travel needs and session time into consideration when making request. Presenter must stay at an AACRAO Contracted Hotel.)		
Meals (per diem for Portland is \$66):	# of days _____	\$ _____
Copies, handouts, etc.		\$ _____
Honorarium		\$ _____
(Both an honorarium and expenses will not be authorized for the same person.)		
	<b>TOTAL</b>	\$ _____

Comments and Justification: \_\_\_\_\_

**REQUESTED BY:**

Committee Name: \_\_\_\_\_

Committee Chair: \_\_\_\_\_ Date \_\_\_\_\_

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Program Committee Coordinator Responsible for Group

All requests will be reviewed by the Associate Executive Director of Meetings & Special Events.

Please fax form to AACRAO Office, Attn: Meetings Dept, (202) 872-8857.