



## SPEAKER CONTROL FORM

### 2009 AALL Annual Meeting & Conference, Washington, D.C.

**Program**

**Alpha-Numeric Code & Title:** \_\_\_\_\_

Program Coordinators:

Please print legibly, providing **complete** information for **Speakers, Moderators and Coordinators**. The information derived from this form is the basis for our speaker database. Complete the Expense Arrangements section for non-member speakers, estimating costs as accurately as possible, **and make sure these arrangements are understood by your speakers.**

Speaker's Full Name: \_\_\_\_\_

Please designate:

**Coordinator**    **Moderator**    **Speaker**  
 (Check all that apply)

**AALL Member**    **Yes**    **No**  
 (Check only one)

Professional Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Institution/Firm: \_\_\_\_\_

Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Submitted By: \_\_\_\_\_

(Coordinator's Name)

(Coordinator's Signature)

### Expense Arrangements

Refer to Expense Reimbursement Policy for Non-Member Speakers (Sec. 10.G.) – [http://www.aallnet.org/about/policy\\_expense.asp](http://www.aallnet.org/about/policy_expense.asp)

Means of Travel	Yes	No	Estimated Expense
Roundtrip Coach Airfare <i>(Booking must be made through AALL travel agency)</i>			Assigned by AALL and billed to the master account
Ground Transportation <i>(Taxi to/from airport, home airport parking, shuttle, tolls)</i>			\$
Auto Miles <i>Calculated at \$.585/mile. Rental cars will not be reimbursed. (Not to exceed airfare, on-the-road housing/meals not included)</i>			\$
Additional Costs	Yes	No	Estimated Expense
Housing <i>Speaker will need one night of complimentary housing (Booking must be made through AALL housing agency)</i>			Assigned by AALL and billed to the master account.
Expenses <i>Limited to \$75/per day with itemized receipts. Per diem does not apply.</i>			\$
Honorarium <i>Contingent on pre-approval by AMPC Chair and Director of Meetings</i>			\$
Other Expenses* <i>(Additional housing, auxiliary expenses, etc.)</i>			\$

\*Explanation: \_\_\_\_\_

**Office Use Only:** \_\_\_\_\_ **Date**    Database

Return by **November 15, 2008** to:  
 Program Manager  
 AALL, 53 W. Jackson Blvd., Suite 940, Chicago, IL 60604  
 FAX: 312-431-1097