

Society for Imaging Informatics in Medicine

Annual Meeting Registration, Housing and Travel Reimbursement Policy and Procedure Statement 2007

Registration Fees

All individuals attending the SIIM 2007 meeting are expected to pay the registration fees outlined in the preliminary program/registration brochure in the appropriate categories of SIIM member, non-member, new SIIM applicant, student or one day registration. *Complimentary meeting registrations are provided to invited speakers of the opening, closing, and hot topic sessions, SIIM University faculty, Board Members, and Program Committee members.*

Spouse/Companion registration is offered to any full paying registrant for a fee of \$50. One badge per registration will be given. This type of registration is for any individual who is not a SIIM member, potential SIIM member or annual meeting speaker. Changes to these badges will not be allowed while on meeting site.

The scientific abstract book is provided to each SIIM member, non-member, new SIIM applicant, student or one day registrant.

Press passes: Individuals presenting valid credentials from a recognized news organization, trade publication, or journal will be given a three-day press pass. This does include copies of the syllabus, proceedings, or social events.

Housing & Travel Expense Reimbursement

SIIM is unable to pay honoraria, housing or travel expenses for presenters. It is expected that all participants including session chairs, members of committees, etc. be responsible for expenses incurred for attending the SIIM 2007 meeting.

Invited speakers of the Opening General Session, Closing General Session, SIIM U, Hot Topic Session, and Pre-conference Course who are not members of SIIM, and are not members of the digital medial imaging field, will be offered reimbursement for airline and hotel lodging for 2 nights if they are attending the meeting solely at our request. This policy applies up to a maximum of three invited speakers per session.

All individuals reimbursed for travel expenses per above policy should maintain accurate records and submit original receipts for air, ground transportation, lodging; and all qualified expenditures of \$25 or more. A SIIM expense report (attached) with original receipts must be submitted for reimbursement within one month of incurring expenses.

Special Hotel Concessions

Complimentary hotel suites will be assigned to the SIIM Chair and to the Program Committee Chair each year at the annual meeting. Any special hotel concessions above and beyond these two suite assignments, such as complimentary hotel rooms, upgrades, etc., will be provided on a per contract, per year basis. Any special concessions given to SIIM by the hotels will be assigned to faculty, invited speakers, board members and program committee members.

Special Requests

Any requests for travel reimbursement or waiver of registration fees must be submitted to the SIIM Executive Director prior to the meeting. If necessary, requests will be forwarded to the Treasurer for review.