

Registration, Honorarium, Travel Information

ASNR 43rd Annual Meeting

May 23-27, 2005

Metro Toronto Convention Centre

Toronto, Ontario, Canada



Registration:

- ALL INVITED SPEAKERS MUST REGISTER FOR THE ANNUAL MEETING.
- Registration fee for the Annual Meeting is waived.
- If you plan to attend the NER Foundation Symposium, you will need to pay the Symposium registration fee.
- A special registration packet will be sent to you in December. Advance Registration Deadline is Friday, April 8, 2005

Honorarium

As an Invited Speaker, who does not belong to ASNR, you will receive a total honorarium of \$500.00* for the presentation and syllabus contribution, combined. **NOTE:** The Request for Taxpayer Identification form must be completed and signed in order for you to receive the honorarium.

Travel Expenses

As an Invited Speaker who does not belong to ASNR, the following travel related expenses will be paid in gratitude for your time and efforts:

Airfare: Round trip coach airfare.

Accommodations: Two (2) nights lodging at the convention rate at the Fairmont Royal York Hotel.

PLEASE NOTE: All air and hotel reservations for non-member Invited Speakers must be made by the ASNR staff. Where possible, air travel will be booked on United Airlines, the Official NER Foundation Symposium and Annual Meeting provider.

Incidental Travel Expenses: The ASNR reimbursement policy: incidental travel expenses up to a maximum of \$100 per day for speakers (non-cumulative). ASNR considers incidental expenses:

- Transportation/parking costs to and from airport(s)
- Tips and gratuities
- Individual meals
- Phone calls during your approved hotel stay.
- *Items **Not** covered in reimbursable expenses include hotel room Internet and business center services and movies.*

An added benefit to faculty is the **complimentary** use of the E-Access/Messaging Center at the meeting venue, allowing free Internet access on a daily basis.

We appreciate your adherence to these policies and require original receipts to be submitted with the completed travel expense form.

Honorarium and reimbursement for travel expenses will be paid by ASNR in one check approximately 6-8 weeks following the meeting.

Action Item: Please complete the Travel Profile Form included in this packet and return by Friday February 18, 2005. Reservations will be made based on the information provided on this form. Contact Valerie Geisendorfer at phone: 630-574-0220 x231 or email: vgeisendorfer@asnr.org with any questions.

Travel to Canada

- Due to unexpected weather, flight delays, clearing customs etc, ASNR recommends that speakers plan to arrive the night before their presentation.
- Remember to bring either a valid passport or Birth Certificate with valid photo ID.