



NYLA Conference and Event Financial Policy

Approved by NYLA Council on 6/18/25

I. Financial Guidelines for NYLA Conference Expenses

NYLA conference expenses are outlined in the annual budget. Expenses are tracked by the NYLA staff throughout the planning process. Annual changes to expenses are subject to Executive Director and NYLA staff recommendations to the Audit and Finance Committee. Final approval is provided when the budget is approved by Council.

NYLA will provide AV and trade show booths (Units and approved partners only), discounted speaker registration, honorariums, travel and lodging reimbursements for approved conference programs. These fees will be included in the annual conference expenses and will be approved by Council.

Units will be required to include additional costs for special events and/or meeting expenses for the NYLA annual conference in their annual budget worksheets. Units will be responsible for tracking these expenses and finalizing all required documentation to provide the NYLA staff for payment to be made as outlined in the reimbursement policy. These additional costs will be approved by the Audit and Finance Committee and NYLA Council through the annual budget process.

External Partner organizations as defined by the NYLA Bylaws (including, but not limited to: ESLN, PULISDO, SLSA, NYALS, etc.) will provide payment for expenses related to their conference programs, special events, and meetings at NYLA events. This includes but is not limited to speaker fees, lodging and travel fees, AV fees, trade show booth rental and decor fees, food and beverage fees, etc. External Partner organizations may receive discounted conference fees if included in their partner agreement.

Conference Speaker Reimbursement

NYLA may reimburse NYLA Annual Conference speakers or guest for expenses as follows:

- Honoraria for a speaker who is not a NYLA member, nor a librarian working or residing in New York State.
- Lodging and meals for staff-approved speakers or guests, including NYLA members.
- Travel expenses for staff-approved speakers or guests, including NYLA members.

All NYLA annual conference speakers and guests will have individual reimbursement terms outlined in an agreement that has been reviewed and signed by both the speaker or guest and the Executive Director. The speaker or guest will be required to submit a W9 for payment to be made. The NYLA staff will provide the agreement as justification for payment to be made. Speakers and guests will be paid within the 30 days following the event.

NYLA partner reimbursements to speakers or guests will be the responsibility of the partner organization. NYLA will not be liable for any fees the partner has agreed to paying. Speakers or guests should contact the partner for their financial policies for reimbursement and any information required for these payments to be completed.

Partner/External Organization Conference Fee Reimbursements

NYLA does not reimburse expenses for members of NYLA to attend conferences, events, or meetings held in conjunction with state or national organizations, libraries, or partners, for example, the ALA Annual Conference. This does not apply to NYLA staff and others specifically approved by Council or bylaws, such as the President, Vice-President, ALA Chapter Councilor, and AASL Delegate who may attend as designated representatives.

Complimentary and Discounted NYLA Annual Conference Registration

NYLA does not provide monetary reimbursement for event registration fees. NYLA may provide approved speakers and guests with a complimentary or discounted registration fee as agreed upon during the planning process. This policy applies to NYLA President, the Conference Keynote, and all member and nonmember speakers.

The President and the Conference Keynote will be provided a complimentary registration of their choice. This registration includes any special events the attendee wishes to register for.

Member and non-member speakers may be provided a complimentary or discounted registration rate as agreed upon in the speaker contract. The complimentary or discounted registration allows a speaker to attend any of the conference programs and exhibits scheduled for the days they are attending. Discounts will be applied to registration fees only, and speakers may choose multi- or single-day registration. Special event tickets will require additional fees and not be included in the provided registration discount.

Guests (including but not limited to: event speakers, NYS Librarian, state legislators, guests of award winners, invited authors, etc.) may be provided complimentary or discounted fees for special events. Units must have any complimentary or discounted guest fees included in their approved annual budget. Guests must be included in the final headcount/registration list provided to the NYLA office.

All complimentary and discounted speaker and guest fees are to be agreed upon during the planning process.

II. Financial Guidelines for NYLA Unit Conference and Workshops

All Units of NYLA that hold conferences and workshops (outside of the NYLA Annual Conference) must consult with the Executive Director or their designee during the planning stages to ensure that financial matters are handled according to NYLA procedures and policy. The Executive Director or their designee will provide assistance and advice in many areas, including, but not limited to: contract negotiation, income handling procedures, expense tracking, reimbursement and discounting procedures, printing, and insurance.

Each Unit conference or workshop programmer should be familiar with the following standardized NYLA procedures:

- A. Contracts - The Executive Director must review and sign all contracts. Units may derive financial benefits by involving the Executive Director in actual contract negotiations, particularly in geographic areas where NYLA holds Annual Conferences.
- B. Insurance - NYLA liability insurance Certificates of Insurance will be provided to Units for their events upon request. The Executive Director, with Council approval, must contract for all insurance policies for NYLA and its Units.
- C. Bank Accounts – No ancillary bank account may be opened by NYLA Units.

- D. Cashless – All NYLA events are cashless. The Unit is responsible for contacting the NYLA office to set up registration fees and fees/descriptions of any items to be sold at the event.

III. NYLA Event Registration Guidelines

NYLA members are eligible for discounted member rates for NYLA events. Registrants must be active members at the time of registration to receive discounted rates. Registrants will not be provided member rates if their membership is not active. Registrations completed with non-member pricing in error will only be reviewed by the NYLA Executive Director or their designee if the registrant contacts the NYLA Executive Director or their designee prior to the registration deadlines listed on the website. Failure to contact the NYLA Executive Director or their designee prior to the deadline will result in the registrant being liable for the non-member rate.

Special discounted rates are available to NYLA members of the Retired, Trustee, Student, and Friend member types at the discretion of the organization. Members must be active in these designated member types at the time of registration to receive special discounts.

The rates provided for each event will be honored until the noted deadlines. All events will provide a deadline for registration that is at least three weeks prior to the event dates. On-site registration may be available at NYLA's discretion and will be provided on a first come, first served basis may be at an increased registration rate. On-site registration will only allow credit cards or checks as accepted forms of payment. No PO forms will be allowed on-site.

Attendees are required to submit an electronic registration form to attend the event. This registration form serves as a contractual agreement to attend said event and all monetary requirements will be the responsibility of the registering party regardless of attendance and billing option selected (Bill Later/PO). Registrants are responsible for submitting all required documentation to their organization to ensure payment for their registration. All registration payments must be received within 30 days after the event. NYLA reserves the right to cancel future event registration for lack of payment.

Refunds, Cancellation, and Substitutions

Written requests for refunds or cancellations are required from registrants by the deadline provided for each event.

Registrants who become aware that they are not able to attend before the final registration deadline has passed may assign their registration fee to an alternate attendee. A written request for this substitution must be made to the NYLA office before the final registration deadline for the event.

After the noted event deadlines provided to registrants have passed, no refunds will be issued, and no substitutions or other registration changes will be made. Registrants who do not attend the Conference and fail to submit a written request of cancellation by the final registration deadline will be liable for their entire conference fee.