



**Speaker Agreement**  
**Between Tamara Syverson**  
**and**  
**Montana State Oncology Society**

Event Title:	MSOS Fall Conference
Session Title:	Documentation and Coding (topic)
Date:	Tuesday, November 2 <sup>nd</sup> , 2021
Time:	8:00pm – 9:00pm
Location:	DoubleTree by Hilton Billings 27 N. 27 <sup>th</sup> Street Billings, MT 59101

Terms & Conditions	
Arrival and Session Time:	Please arrive at the registration desk and collect your badge no later than 30 minutes prior to the start of your session.
Required Materials	<p>Montana State Oncology Society uses a Speaker Management Portal to gather all required information. Upon submission of this signed agreement, you will be sent an email with portal login information; any required tasks and associated due dates are stored there.</p> <p>Adherence to specified dates is essential to ensure that CE credits (where applicable) are granted to the conference, as well as to ensure that logistics are taken care of in a timely manner.</p>
Health and Safety	<p><b>The health and safety of Montana State Oncology Society conference speakers, attendees, exhibitors, and staff is a top priority.</b></p> <p>We are working with the venue to ensure adherence to all local, state, and CDC regulations and guidelines.</p>

<b>Compensation</b>	
For your participation, we are pleased to offer you:	<p>Speaker will receive an honorarium in the amount of <b>\$1,750</b> after the presentation is complete and all Terms &amp; Conditions of the Agreement are met.</p> <p><b>One night stay at the Doubletree by Hilton Billings.</b> <i>Hotel reservation information will be collected through the speaker portal.</i></p> <p><b>Travel to the conference:</b> see "travel" section below.</p> <p><b>Reimbursement of other expenses, in accordance with official policy:</b> see "meals &amp; transportation" section below.</p>
Travel	<p>All travel arrangements must be booked through our travel agency, Direct Travel, so that your airfare will be billed directly to North Carolina Oncology Association. Direct Travel's telephone number is <b>800.368.2383</b>. Please reference code: <b>694900.508</b> Montana State Oncology Society(required).</p> <p>Please arrange round-trip air or train travel between the major airport closest to your home or office and the major airport closest to the meeting location.</p> <p>Reservations must be booked at least <b>30 days</b> from the date of arrival. Round-trip airfare will be covered up to \$550; <b>reservations in excess of \$550 will require approval from</b> Montana State Oncology Society. Direct Travel will send flight confirmations to you upon booking.</p> <p>Montana State Oncology Society will reimburse you for up to one piece of luggage per flight segment.</p> <p><b>Please note:</b> Speaker will be responsible for any change fees incurred after booking, unless due to a schedule change requested by Montana State Oncology Society</p>
Hotel Accommodations	<p>You will be asked to submit your stay dates in the speaker portal. All hotel reservations will be made by Montana State Oncology Society under the Master rooming list and a confirmation will be sent directly to you <b>approximately 3 weeks prior to check-in</b>. If you plan to stay beyond the night(s) covered by Montana State Oncology Society, we will make a reservation for your full stay and you will be responsible for any additional nights upon check out.</p>
Meal and Transportation Expenses	<p>Speakers are expected to partake of any meals provided during the conference. On travel day(s) and day of presentation, <b>when meals are <u>not</u> provided as part of the conference programming</b>, reimbursement guidelines are as follows:</p>

	<p>Breakfast: \$25</p> <p>Lunch: \$40</p> <p>Dinner: \$75</p> <p>Ground Transportation/Public Transportation (cabs, subways, buses) to and from the airport in departure city and destination city may be reimbursed.</p> <p>Montana State Oncology Society will also reimburse Speaker for mileage and parking.</p> <p><i>(Note: Reimbursement for mileage is the U.S. Government's mileage reimbursement rate in effect on the date(s) of travel.)</i></p> <p>Rental cars and private car/limo service will not be covered without prior approval from The Arizona Clinical Oncology Society.</p> <p>In-flight Wi-Fi will not be reimbursed.</p> <p>Speaker will be required to submit receipts along with Montana State Oncology Society Expense Form within 30 days of the trip's completion to receive reimbursement.</p>
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**Cancellation**

Cancellation Clause:	<p>If Speaker cancels after the contract has been executed, Speaker will be fully responsible for the cost of any prepaid expenses, such as transportation tickets, travel change fees, or any other purchases that cannot be refunded.</p> <p>If Montana State Oncology Society cancels the event or sessions, Speaker will not be responsible for prepaid expenses.</p>
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I have read, understand and agree with the Terms and Conditions noted above.

X	
<p><i>Signature</i></p> <p>Tamara Syverson</p>	<b>Date</b>

X 	
<i>Signature</i> <b>Amanda Kramar</b> <b>Chief Learning Officer</b> <b>Association of Community Cancer Centers</b>	<b>Date</b>