



SAFETY SERVICES NOVA SCOTIA SPEAKER EXPENSE POLICY

Safety Services Nova Scotia will pay reasonable travel expenses (economy airfare, mileage) for non-local speakers. Expenses must be estimated at the time of application. Speakers will not be reimbursed for expenses not previously agreed upon.

Our speaker policy for expenses includes:

Airfare as per the following caps billed on actual amounts

- Travel within Atlantic Canada to Halifax, NS
 - up to \$500.00 return including mileage for those travelling by car billed at \$0.40/km.
- Travel from Central Canada to Halifax, N.S.
 - up to \$500.00 return
- Travel from Western Canada to Halifax, NS
 - up to \$750.00 return
- Travel from US to Halifax, NS
 - Up to \$750.00 return

Transportation pick-up from and return to Halifax airport. Fees related to departure airport travel is not included.

One-night hotel accommodations for non-local speakers. Additional accommodations will be considered pending the number of presentations involved and/or travel time required to facilitate conference commitments.

FREE registration to the conference on the day of the presentation.

Parking for local speakers on request.

Accommodate speakers' food allergies, medical conditions, or other special considerations as identified. Speakers who require some type of assistance must discuss their requirements at the time of hiring.

Note - Safety Services Nova Scotia does not purchase speaker books or DVDs but will consider their sale during the conference. Books should be motivational or personal experience (e.g., a story of injury survival). A book sale agreement must be completed when the speaker is hired.