

The Academy of Nutrition and Dietetics Board of Directors and/or staff members are available to present at Affiliate meetings. The presentation by an Academy Board of Directors member offers a report on recent developments of the Academy of Nutrition and Dietetics and the Foundation. The presentation highlights the top changes, challenges and initiatives of the profession while focusing on future trends and opportunities. The many benefits to membership are discussed including the myriad resources available to assist members in their personal and professional development, such as public policy and advocacy efforts, research initiatives, the projects of the Academy Foundation and news media outreach. [Click to view the Academy Board of Directors.](#) Academy Board members are available to help with awards presentations, meet with students, attend networking opportunities, or engage with members based on their availability

Submission Process:

1. The Affiliate completes and submits this Board of Directors/Staff Request Form and sends to affiliate@eatright.org at least 60 days out from the meeting. (Forms must be submitted even if the affiliate has already spoken with the Board/staff member.)
2. The Academy staff will coordinate availability with the requested Board or staff member.
3. The Academy staff will contact the Affiliate within 10 business days of the submitted request with additional questions or Board/staff confirmation of attendance.
4. Upon confirmation of availability the Affiliate and speaker will coordinate additional plans for the speaking opportunity.

Affiliate Responsibilities for Board of Directors/Staff Speakers:

- **Reimbursement:** Each Affiliate will reimburse all expenses incurred by the Academy Board and/or staff member. This includes air/ground transportation, subsistence, and lodging. If the Affiliate has specific rates for reimbursement, the Affiliate needs to share that information with the speaker.
- **Sponsorship:** The *Your Academy in Action* presentation given by an Academy Board/Staff member may not be tied to any sponsorship dollars or recognition.
- **Travel Arrangements:** Affiliates should initiate the communication regarding the date, time, place and other logistical arrangements. Hotel arrangements and ground transportation should be arranged by the host organization. If the speaker uses the Academy's travel system to make arrangements, an invoice will be sent to the affiliate for reimbursement of expenses.
- **Honoraria and Fees:** An Academy Board/Staff member may not accept an honorarium or fee for representing the organization or for presenting on organization-related business or initiatives. Board members who are also requested to present a continuing professional development session are entitled to receive compensation. The amount will be negotiated between the Affiliate and the Board member.
- **When to Issue a 1099:**
 - 1099's are issued if a speaker was provided an honorarium. The 1099 will be issued directly to the speaker and reference their social security number.
 - 1099's are not to include any amounts that were due to reimbursement of expenses.
 - As an example, if a speaker presents two topics – one as an Academy Board member and one for presenting continuing professional development, only the funds received as an honorarium related to the continuing professional development would be included on the 1099. Any expenses incurred would not be included in the 1099.

Your Affiliate

Affiliate Name: _____
Submitter Name: _____
Submitter E-mail: _____
Submission Date: _____

Meeting Details

Meeting Dates _____ Meeting Location (City/State) _____
Proposed Speaker Name _____
Speaker's Academy Position _____
Anticipated Attendance _____
Expense Reimbursement Contact (Name and Email) Address _____
Comments _____
The *Your Academy in Action* Presentation is a 60-minute presentation. If your schedule requires a shortened length, specify the length. _____
Indicate if you are planning to include speaker Q&A in the 60-minute presentation Yes No _____

Your Academy in Action- Presentation Focus Areas

Please select from the below list the focus areas for the *Your Academy in Action* presentation. This information will help us cater the information to be applicable to your audience.

- Public Policy and Advocacy
- Membership
- Student Engagement
- MQii
- Foundation Grants and Awards
- Other _____

I acknowledge the Affiliate's responsibility to provide transportation, subsistence and lodging for the requested speaker. Once the speaker has been confirmed, I understand it is the Affiliate's responsibility to communicate directly with the speaker to make arrangements and copy Academy Executive Office staff at jschwaba@eatright.org.

Affiliate President Signature

Date

Please submit this form to affiliate@eatright.org. Please allow up to 10 business days to receive confirmation.