

MLS Continuing Education Program Fees, Reimbursements, and Cancellation Policy

The MLS CE program is operated on a cost-recovery basis, and the base fees shall be charged for all workshops and training offered, including those offered by MLS staff and by MLS members.

Workshops offered by other government agencies and through grant-funded programs, with some exceptions, may be offered without charge. MLS will consider requests not to charge a fee from individual presenters who offer their services free of charge.

Regular Fees for Continuing Education Events

Half-day events : \$45.00
Full-day events: \$75.00

Presenter Fees and Reimbursements

Half-day events : \$500.00
Full-day events: \$1,000.00

Regular fees for general continuing education events are based upon standard speaker fees of \$500.00 for half-day presentations and \$1,000.00 for full-day presentations. Event fees may change as speaker fees vary.

These figures represent MLS's standard fees to continuing education presenters and may be negotiable.

MLS Members serving as speakers at regular workshops may request a certificate for one future MLS event in lieu of honorarium. Certificates may be used for one full-day or one half-day workshop, are valid for one year after the speaking engagement, and may be used by the speaker or their designate.

Travel:

MLS offers presenters reimbursement for travel expenses based on Federal per diem guidelines. Any amount over the per diem is the responsibility of the speaker. Speakers must contact MLS before making arrangements for airfare.

- **Lodging:** Chicago: Reimbursed up to \$175.00 per diem.
Burr Ridge or Suburbs: Lodging at Spring Hill Suites arranged by MLS.
Alternate accommodations requested by speaker will be reimbursed up to the Spring Hill rate (\$114 per diem).

- **Transportation:** Airfare: Major US carriers to O'Hare and Midway (Coach class)
Taxi from O'Hare: up to \$58.00 one way
Taxi from Midway: up to \$31.00 one way
Mileage for personal vehicle use: \$0.50 per mile

- Meals: Up to \$64.00 per diem

Presenters will receive payment for services within thirty (30) days upon receipt of invoice and copies of all receipts for lodging, transportation, and meals.

CE to Me

MLS staff will conduct on-site training for member library staff and trustees on selected topics.

- Members should schedule training six weeks in advance.
- Charges will be \$50 for preparation time plus \$50 per hour for each consultant conducting the training.
- Members will be responsible for purchasing consumable workshop materials.
- Members may collaborate to host an on-site training on the same topic at the same rate. An additional consultant will be required for larger groups.

Cancellation Policies

Cancellation by registrant:

- Cancellation must be received by MLS at least 24 hours before the scheduled event to avoid a registration fee charge. The registration may not be considered cancelled until the registrant has received an emailed confirmation from an MLS CE staff member.

Cancellation by MLS due to weather or other emergencies, if fewer than 7 business days prior to event date:

- MLS will attempt to reschedule
- No fees will be charged
- Any pre-paid registrations will be completely refunded

Cancellation by MLS due to low enrollment:

- MLS reserves the right to cancel a CE event up to 7 business days prior to the scheduled event
- No fees will be charged
- Any pre-paid registrations will be completely refunded

For Presenters (to be included in Letter of Agreement):

- MLS will reimburse incurred travel costs but will not be liable for the presenter's fee due to
 - Weather or other emergency, if fewer than 7 business days prior to scheduled event
 - Low class enrollment as established 7 business days prior to the scheduled event, or another date mutually agreed upon and noted in the Letter of Agreement

If the presenter cancels for any reason, MLS is not liable for the presenter fees or travel costs.