1. **Policy:** To provide structure, accountability and guidance for ACNN in the keynote speaker selection process.

2. **Procedure:** Submitting Recommendations
   2.1 Planning committee chair will seek recommendations from the membership by: query on annual meeting evaluation; email blast in November; notice in newsletter.
   2.2 Recommendations for keynote speaker will be accepted from ACNN active members until January 15th of each year
   2.3 Recommendations can be made to the Chair of the annual meeting planning committee electronically through email or “Connect” website.
   2.4 The annual meeting planning committee shall recommend candidate to the Board for final approval.

3. **Recruitment of Speaker:**
   3.1 A designated annual planning committee member will invite the Board-approved potential speaker to deliver the annual Janet Brucker Keynote Address, providing details on date, time, venue, topic, honorarium, expense reimbursement and speaker requirements.
   3.1.1 A letter (see attached template) from the planning committee will be sent to the speaker by the National Office confirming: 1) the details of the presentation (date, time, venue, topic, length of presentation); 2) speaker requirements (presentation abstract and learning objectives, head-shot photograph, completed CEU documents); 3) honorarium amount; 4) expense reimbursement (criteria and process).

4. **Speaker Arrangements:**
   4.1 Travel arrangements will be the responsibility of the speaker.
   4.1.1 ACNN will reimburse airfare (economy) reserved at least 30 days in advance; or train travel; car travel reimbursed at current IRS rate
   4.1.2 ACNN will reimburse taxi/shuttle transportation to and from the airport to the conference hotel
   4.2 Accommodation (up to 2 nights at conference hotel) will be arranged and paid for through the National Office.
   4.3 Complimentary meeting registration will be provided.
   4.4 Speaker honorarium will be 600 dollars.
4.5 Keynote speaker shall be the first speaker of the first day, unless circumstances prohibit.

5. **Reimbursement of Speaker:**
   5.1 Speaker will submit receipts for travel to the national office within 4 weeks after meeting.
   5.2 National office will arrange payment of the honorarium and reimburse speaker for allowable expenses submitted.