



Minnesota Family Support and Recovery Council

2017 SPEAKER ACCOMMODATION FORM

To be filled out by the Session Coordinator.
Complete one form for **each** speaker needing a room, meals, transportation, or a fee.



It is absolutely essential that we have complete and accurate information by July 28, 2017. Send to lori.hanson@co.dakota.mn.us or call her at 651-554-5615.

Session Title:
Phone:

Session Coordinator:
Email:

Speaker Information:			
First Name:		Middle Initial:	
Title:		Last Name:	Agency Phone:
Agency Mailing Address:			
City:		State:	Zip Code:
Fees: Speaker fees must be approved by the Program Chair. The Program Chair needs to include all speaker fees in the conference budget.			
Speaking fee:		Describe & explain any other speaker costs (example – mileage, meals, airfare):	
Room Needs:			
Overnight accommodations must be approved by the Program Chair before submitting this form. No arrangements will be made without the approval of the Program Chair. If a speaker has less than a three hour drive and is speaking in the afternoon, we will not provide overnight accommodations.			
<input type="checkbox"/> Approved by Program Chair			
<input type="checkbox"/> Sunday night		<input type="checkbox"/> Monday night	<input type="checkbox"/> Tuesday night
Special Room Needs:		<input type="checkbox"/> Smoking	<input type="checkbox"/> Handicapped
		<input type="checkbox"/> Non-smoking	<input type="checkbox"/> Other:
Payment for Room:		<input type="checkbox"/> MFSRC pays	
		<input type="checkbox"/> Speaker pays	
		<input type="checkbox"/> Speaker pays for spouse/guest	
Meal Needs:			
Monday		Tuesday	
<input type="checkbox"/> Lunch		<input type="checkbox"/> Lunch	
Mileage:			
If needed and approved, mileage will be paid at the federal rate of \$.56 per mile.			
Number of Miles:		x .56 = \$	
		Make check payable to:	
<input type="checkbox"/> Approved by Program Chair			
Airport Transportation:			
Speakers will be responsible for their own transportation if not flying directly St. Cloud.			
Arrival date:		Time:	Flight:
Departure date:		Time:	Flight: