



## Policy on Honorarium

- I. The American Academy of CME will use the following criteria for setting faculty/author/editor honorarium:
  1. Background and expertise of individual
  2. Leading expert in the disease and/or therapeutic area
  3. Participating as chair and/or faculty
  4. The customary honoraria for the discipline
  5. Responsibilities
    - a. Length of presentation
    - b. Travel requirements
  6. Available funding
    - a. For Live and/or Enduring activities – up to \$5,000 for program chair and up to \$3,500 for support faculty.
    - b. For full manuscript development – up to \$5,000
    - c. For editorial review – up to \$3,000
- II. There may be extenuating circumstances whereas an honorarium will exceed the above guidelines. In such a case, there must be full documentation as to the reason for a higher honorarium and approval by the Academy's Education Committee.
- III. All honoraria must come from the Academy. If joint sponsored, the joint agency may reimburse for out-of-pocket expenses; however copies of expense form, letter, and check paid are to be forwarded to the Academy.
- IV. Once an honorarium is agreed upon by both the Academy and the faculty member, there shall be no other payment given. However, the Academy reserves the right to provide additional honoraria if there are extenuating circumstances that must be documented.