

**AAVLD Policy On Payment for Hotel Rooms and Distribution of Complementary Hotel Rooms**  
**During the Annual Meeting**

This policy is developed to guide and add consistency from year to year for payment of hotel rooms by the AAVLD and the distribution of complimentary hotel rooms as may be offered to the AAVLD. Depending on the meeting venue, AAVLD may be granted complimentary rooms as part of our negotiated hotel contract during the annual meeting or other meetings . This will not occur with every venue.

1. AAVLD employees shall be reimbursed for expenses and hotel rooms as a standard business expense policy. More detail is included in the current AAVLD Travel Policy.
2. The Executive Committee and the Journal Editor shall have their rooms provided by AAVLD at the annual meeting.
3. Distribution of Complementary Rooms (Comp Rooms)
  - a. The President receives a complementary suite for entertaining.
  - b. Additional Comp Rooms will go first to anyone that the organization is required to reimburse, to create savings for the AAVLD, such as those mentioned above (item 1 & 2.)
  - c. Additional Comp Rooms will go to special invited speakers/guests/VIPs that AAVLD promised to cover
  - d. Additional Comp Rooms will go to the meeting planner (1 room) and assistant (1 room).
  - e. Additional Comp Rooms will go to the Executive Board members.
  - f. Additional Comp Rooms will go to the Accreditation Committee members.
  - g. Additional Comp Rooms will go to Committee Chairs.
4. Questions regarding Comp Rooms can be directed to the Program Chair and the Executive Director.