



2017 Michigan Indian Education Council Native American Critical Issues Conference Presenter Confirmation Form

Chi-Miigwetch for participating in our 2017 Native American Critical Issues Conference. The 2017 theme is **Rebuilding Traditional Knowledge Systems**. This year's conference will be held at Northern Michigan University, March 23rd – 25th, 2017. We appreciate your interest in assisting us with providing dynamic and educational programs for our participants. Please review the information below. This form serves as confirmation of the payment/honorarium arrangements that have been made with you through one of our Michigan Indian Education Council board members. All presenters and all co-presenters must register for the conference. Submitting a workshop proposal means you agree to these terms. All workshop submissions will be reviewed by MIEC's Board members and I will confirm acceptance of your proposal mid-February. While we will do our best to schedule day/time preferences, we cannot guarantee that all preferences can be met. If there are any changes, please make them on this form and return to the treasurer so that we can have the correct information. Don't forget to read the fine print below. Please forward signed Confirmation Form to Emily Sorroche by PDF or Word Document to emily.sorroche@gmail.com. Miigwetch miinwaa.

Presenter (s) _____ Keynoter (Yes) (No) -- (Fri) (Sat) ?
Address _____
City _____ State _____ Zip Code _____
Contact Phone Number(s) _____
Soc. Security Number _____ (Needed if honorarium is \$600 or more; you will get an IRS 1099 Misc)

Please attach your workshop description in a PDF or Word Document Times New Roman, 12-point font, with default margins and double spaced. The title requirements are 12 words maximum and workshop description 300 words maximum.

1. **Workshop Title**

2. **Workshop Title**

3. **Keynote Title**

**Flipchart/markers will be provided upon request. You are expected to provide your own computer. We do have access to a few projectors – first come, first served. Internet access is provided throughout the conference area.

I agree to the arrangements regarding my presentation in the Native American Critical Issues Conference. I understand that MIEC will be responsible for the honorarium; hotel arrangements will be made by MIEC staff; and mileage as described below. Any additional changes to my hotel room will be my responsibility and billed accordingly. And, lastly, any compensation over \$600 will require a 1099 Misc Form sent to me for tax purposes.

Signature _____ **Date** _____

Email Address: _____

Allowable Workshop Presenter Costs:

- \$100 honorarium per workshop - not presenter, 1.5 hours per workshop
 - \$100 honorarium for second workshop - not presenter, 1.5 hours if workshop is different topic from first workshop
 - \$75 honorarium for second workshop if topic is the same as first workshop @1.5 hours
 - Lodging (one room per workshop) is allowable if traveling over 60 miles (round trip)
- Travel is allowable if traveling over 60 miles (round trip) at 36¢ per mile
 - One meal per presenter per workshop
 - **Registration fee** for the conference will be the presenter's responsibility
 - The Board President will have the flexibility to negotiate as needed
- PLEASE NOTE: Check will be made out to first presenter listed**

MIEC Contact (board member who made these arrangements) _____

Mileage: _____ miles @36¢ per mile if traveling more than 60 miles round trip _____

Meal Provision (Thursday Dinner, Friday Breakfast, Friday Dinner, and Saturday Luncheon) _____

Lodging Arrangements: Thursday night **or** Friday night _____

Same address as above to sent IRS 1099 Misc if honorarium is over \$600 (Yes) (No) _____

Total check amount \$ _____

Date confirmation sent to presenter by Board Member Contact _____