



Virginia Association for Behavior Analysis

A STATE CHAPTER OF THE ASSOCIATION FOR BEHAVIOR ANALYSIS INTERNATIONAL

www.virginiaaba.org

Virginia Association for Behavior Analysis Professional Development Policies for Speaker Procurement

The mission of the Virginia Association for Behavior Analysis (VABA or VirginiaABA) is to promote and support the practice, research, and dissemination of behavior analysis throughout the Commonwealth of Virginia. To further our mission, VABA hosts professional development opportunities for members and sometimes non-members via webinars, in-person events, and our annual conference. There are two ways in which VABA procures speakers for these events:

1. Speakers approach VABA:
 - a. If a speaker is interested in speaking at an event, including the annual conference, in-person events, and webinars, the speaker signals intent via an online form.
 - i. For the annual conference, the online form is advertised in a call for presentations; this is the only time that interested persons may submit a request to speak at the annual conference
 - ii. For other in-person or virtual events, the online form is available here: <https://form.jotform.com/virginiaaba/presenter-submission>
 - b. VABA determines whether or not to accept the event, and in which manner (via the conference, in-person, or webinar) and communicates acceptance or denial to the interested speaker.
 - i. With regard to the annual conference, because there is a limited number of presentations that can be accepted annually and due to the wide reach of the presentations, the conference committee uses a rubric that committee members complete on each presentation. Then, the committee determines to whom to offer acceptances. Acceptance of presentations is ultimately the decision of the conference chair(s) as overseen by the President.
 - ii. With regard to professional development opportunities offered outside of the annual conference, the marketing committee receives the request and approves or denies. For those accepted, the marketing committee works with the presenter to determine if the event shall be in person or via webinar. VABA manages the promotion and logistics, including CEU certificates.
 - c. If accepted, VABA benefits with a presentation to offer to members and the speaker benefits from exposure to their work. Presenters will not

Amanda Randall, President; Byron Wine, President-Elect

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receive remuneration for their presentation with the exception of free CEUs if there is a cost for the CEU (i.e., at the annual conference). Annual conference speakers pay for their own conference registrations.

2. Speakers are approached by VABA
 - a. VABA will approach speakers who have been identified in the following ways:
 - i. A board member makes a recommendation
 - ii. A committee member makes a recommendation
 - iii. A SIG chair makes a recommendation
 - iv. Any Member makes a recommendation
 - b. Recommendations can be made formally or informally in a committee or board meeting, or through the Administrative Director or other Executive Board Member.
 - c. When a recommendation is received, the conference committee or the marketing committee will determine how to proceed.
 - i. The conference committee has the autonomy to invite speakers and determine the honorarium and if expenses will be paid based on its budget.
 - ii. If the marketing committee is interested in inviting a speaker outside of the annual conference, the chair will make a request to the Executive Board. The Executive Board will discuss the option and determine if an offer is to be made. More information may be requested through the same forms provided for speakers who approach VABA or informally. If the Executive Board decides to make an offer, a fee will be determined, and a contract will be written. The general offer for presentations is a \$100 honorarium, however, the Executive Board can vote to offer more money and/or expenses based on the situation. If a speaker is paid a fee, members will pay a nominal charge to attend the presentation. The rule of thumb for a speaker who is offered \$100 honorarium is \$5 for members and \$10 for non-members.

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