

Tales of the Cocktail® 2022 Moderator & Presenter Benefit Guidelines

Who is a moderator?

A moderator is the leader that takes charge and responsibility for the panel that they organize, and is the main speaker in a seminar. A moderator will be responsible for coordinating notes and presentations between panelists and the Tales of the Cocktail Foundation® (TOTCF) organizers. Moderators will be responsible for keeping each seminar 'honest and timely' on the day of their seminar.

Who is a panelist?

A panelist is a person that is solely a contributor on the topic, and is not involved or responsible in leading, organizing, or coordinating a seminar.

i.e. If you were invited to join a seminar, YOU are a panelist.

What is the difference between a Moderator and a Panelist?

The Moderator is in charge of all communications between TOTCF and their panelists. They are responsible for meeting all their deadlines and communicating what is expected to the panelists. Moderators & Panelists receive different presenter benefits, please read on below:

Benefits

Depending on whether you are a Moderator or a Panelist of an in-person or digital seminar, you will receive the following benefits:

IN-PERSON SEMINAR BENEFITS

As a NON-LOCAL, IN-PERSON PANELIST at Tales of the Cocktail 2022, you are eligible to receive the following:

- **ONE** night stay at Ritz Carlton*
 - **MUST use a specific link to book and enter the unique group code (group code available in January).**
- Eligible for **Panelist Honorarium** of \$75 per seminar, max of 3 seminars
- **Round Trip Airport Transportation**
 - *More information can be found at the end of this doc.*

→ Deadline to book hotel room: May 21, 2022

- To ensure you receive the best rate, we recommend booking as soon as the booking link is provided to you.
- You will be required to put a card on file. Upon check in, your approved number of nights will be charged to TOTCF.



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**An additional night will be underwritten by TOTCF for each additional seminar that a presenter (moderator or panelist) participates in— up to a maximum of FOUR nights.*

As a NON-LOCAL SOLE MODERATOR* at Tales of the Cocktail 2022, you are eligible to receive the following:

- **TWO** nights stay at the Ritz Carlton**
 - **MUST use a specific link to book and enter the unique group code (group code available in January).**
 - Eligible for **Moderator Honorarium** of \$150 per seminar moderated, max of 3 seminars
 - **Round Trip Airport Transportation**
 - *More information can be found at the end of this doc.*
 - **Flight stipend reimbursement** (deadlines below)
 - \$350 USD – US Eastern States
 - \$450 USD – US Western States
 - \$750 USD – Outside of United States
- Timeline to submit flight receipts: June 1-30, 2022
→ Deadline to submit flight receipts is June 30, 2022

We will be emailing you a direct stipend based on your benefit. If you have any questions, please email megan@talesofthecocktail.com.

(*If you have been approved and are sharing the role as “moderator” with someone else, your benefits will be split amongst you both, unless otherwise noted.)

****Moderators who work for Sponsor Companies**

In exchange for underwriting your travel expenses with your employer, TOTCF is happy to extend a complimentary night at the Ritz Carlton. Please contact Alex@TalesoftheCocktail.org to claim your complimentary night!

IN-PERSON SEMINAR DEADLINES:

- Deadline to book hotel room: May 21, 2022
- To ensure you receive the best rate, we recommend booking as soon as the booking link is provided to you.
- You will be required to put a card on file. Upon check in, your approved number of nights will be charged to TOTCF.

**An additional night will be underwritten by TOTCF for each additional seminar that a presenter (moderator or panelist) participates in— up to a maximum of FOUR nights.*

→ Each sole moderator is eligible for a \$150 USD honorarium per session you are a sole moderator. Each sole panelist is eligible for \$75 USD. Please request your honorarium, by submitting the form sent by Tales of the Cocktail Foundation between **August 1-27, 2022**. For any questions, please contact accounting@talesofthecocktail.com.



*Deadline to claim honorarium is August 26, 2022

As a LOCAL (Greater New Orleans area) MODERATOR OR PANELIST for an in-person seminar at Tales of the Cocktail 2022, you are eligible to receive the following:

- Moderator & Panelist: Up to \$50 a day (day of seminar) in travel reimbursements (Cab, Uber, Lyft, Parking, etc.)
 - Must provide receipts by August 26, 2022 via honorarium form
- Moderator: Eligible for Moderator Honorarium of \$150 per seminar moderated, max of 3 seminars.
- Panelist: Eligible for Panelist Honorarium of \$75 per seminar, max of 3 seminars.
→ Each sole moderator is eligible for a \$150 USD honorarium per session you are a sole moderator. Each sole panelist is eligible for \$75 USD. Please request your honorarium, by submitting the form sent by Tales of the Cocktail Foundation between August 1-27, 2022. For any questions, please contact accounting@talesofthecocktail.com.

*Deadline to claim honorarium and reimbursement is August 26, 2022

GROUND TRANSPORTATION

TOTCF will offer moderators and presenters the option to book a shuttle to transport them from the airport to Ritz Carlton and back to the airport. A booking link will be sent to everyone in late May. All presenters are responsible for reserving their own booking.

DIGITAL SEMINAR BENEFITS:

As a DIGITAL PANELIST* at Tales of the Cocktail 2022, you are eligible to receive the following:

- Eligible for **Panelist Honorarium** of \$75 per seminar, max of 3 seminars

As a DIGITAL MODERATOR* at Tales of the Cocktail 2022, you are eligible to receive the following:

- Eligible for **Moderator Honorarium** of \$150 per seminar, max of 3 seminars

**As digital moderator or panelist, there will be NO hotel nor flight benefits*

→ Each sole moderator is eligible for a \$150 USD honorarium per session you are a sole moderator. Each sole panelist is eligible for \$75 USD. Please request your honorarium, by submitting the form sent by Tales of the Cocktail Foundation between August 1-27, 2022. For any questions, please contact accounting@talesofthecocktail.com.

Should you choose to donate your honorarium to the Tales of the Cocktail Foundation, please indicate so on the honorarium form. If you would like to receive a tax-write off, you must collect your honorarium and donate it back to the Foundation. If you would simply like to donate your honorarium by not receiving it, you may indicate so on the form or via email to accounting@talesofthecocktail.org



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Tales of the Cocktail Foundation is a registered 501(c)3 non-profit organization. We appreciate all donations in support of the Foundation.

