

FDA PARTICIPATION IN MEETINGS

Registration Fees

AAPS hosts many types of meetings. Many of these meetings are co-sponsored by the FDA. The FDA's participation in these meetings is extremely important. Because of this, AAPS offers FDA employees a discounted registration fee to encourage their attendance at these meetings. This discounted fee is determined on an annual basis and is available to all government employees. This discount does not apply to academia.

AAPS does not accept any type of government training forms for FDA meeting registrations. Payment of registration fees for FDA employees must be made by cash, check or credit card.

Co-Sponsored Meetings

AAPS meetings that are co-sponsored with the FDA require a contractual agreement between the FDA, AAPS and any other co-sponsoring organization. The AAPS Executive Director must sign this contract.

Reimbursement

AAPS offers a complimentary registration to FDA speakers along with other speakers on the program. AAPS follows the FDA's guidelines on reimbursement of travel expenses, which require the FDA employee to pay their own travel expenses and then submit these expenses to the FDA for reimbursement. The FDA will then submit these expenses to AAPS for reimbursement, if appropriate.

AAPS will include in the invitation and speaker kit letters to FDA speakers the following language:

"None of the funds that will be used to support these travel costs come from any federal grants, nor from any contracts with the Department of Health and Human Services, nor from the regulated industry or trade associations. We also understand the FDA requires that its employees pay directly for all of their travel costs, and AAPS will be billed for these costs by the FDA after the trip has been completed and the traveler's claim has been submitted to the FDA. We further understand the FDA's requirement that costs of employee travel accommodations may not be subsidized in any way, and assure that we will comply with that policy.

Any room charges that are arranged for FDA employees by our organization will not be less than the hotel would normally charge the traveling public, with the sole exception of volume discounts made available to us by the hotel. AAPS will not otherwise arrange for nor make any additional payments to the hotel to defray costs for FDA employees.

AAPS is a non-profit 501(c)3 organization.