



# MAA Section Speaker Program Reference Sheet

Below is some general information to assist you in navigating the Section Lecturers Speaker Program. If you have additional questions, please contact [communities@maa.org](mailto:communities@maa.org) for assistance.

**Q: What are my speaker obligations?**

A: We expect Section Lecturers to accept a minimum of two invitations to speak at Section meetings per year. We expect Lecturers to engage in the rest of the meeting.

**Q: How do I get invited to speak at a Section Meeting?**

A: Ten MAA sections are served by two to four speakers each year. Some Sections hold meetings in the fall and spring while others meet only in the spring. The Sections will contact the lecturers directly based on the speaker rotation schedule. A list of available speakers and their abstracts can be found at the bottom of this [page](#).

**Q: Can I update my speaker abstract once it has been submitted?**

A: Yes, you can email [communities@maa.org](mailto:communities@maa.org) with an updated abstract. (If you've already committed to a Section to give a talk under a confirmed topic, please consult with them if you wish to change your topic.)

**Q: What response time is expected if I am invited to speak at a Section meeting?**

A: Speakers are expected to respond to Section inquiries within 24-48 hours. The expectation is that Lecturers will speak at approximately two Section meetings per academic year over three years.

**Q: Once I accept a speaker engagement do I report it to the MAA?**

A: Once your speaker engagement is confirmed, please email the details (Section name, meeting date, location, face-to-face or virtual) to [communities@maa.org](mailto:communities@maa.org)



**Q: How do I get my dues reimbursed?**

A: Email a completed, signed [expense reimbursement request](#) to [communities@maa.org](mailto:communities@maa.org) and receipts for dues payment(s). (MAA NAM and MAA AWM Lecturers may submit dues receipts for both associations.) The MAA Communities Coordinator will confirm receipt and be in touch should further documentation be required.

**Q: What is the process for requesting my speaker honorarium or travel expense reimbursements?**

A: Email your [expense reimbursement request](#) to [communities@maa.org](mailto:communities@maa.org). The following details must be provided before reimbursement can be processed: Section name, meeting location and date, honorarium amount (\$500), and signature. Please also be sure to send any receipts related to travel expenses simultaneously and within 90 days of the event. The MAA Communities Coordinator will confirm receipt and be in touch should further documentation be required.

**Q: What expenses are covered?**

A: Transportation to and from the Section Meeting, per diem, and housing for up to two days can be reimbursed. If you are unsure about an expense, please contact [communities@maa.org](mailto:communities@maa.org) before incurring the expense.

**Q: How are reimbursements received?**

A: Reimbursements and honorariums are received electronically through bill.com. An email invitation will be sent from bill.com with the name of the MAA Accounting Manager. These emails can often go to spam folders, so if you have not received the invitation within the 15-day turnaround time, please check there.

**Q: What is the turnaround time for reimbursements?**

A: Expense reimbursements are paid within 15 business days.

**Q: What is my speaker term?**

A: Speaker terms are for three years, beginning with the fall term of a specific academic year. Your term can be found in your letter of invitation from the MAA Secretary.

**Q: What happens when my speaker term ends?**

A: Speakers who complete a three-year term will be provided a \$1000 honorarium, regardless of the number of invitations received for serving as an MAA Section Lecturer.



**Q: How do I find out how many talks I've given?**

A: We recommend you keep track of the number of talks you give, but you can always email [communities@maa.org](mailto:communities@maa.org) for an accurate account.