



Workshop Hosting Policy

Aligned with AGLC Guidelines

This policy outlines the financial responsibilities and hosting expectations for the Alberta Association of the Deaf (AAD) when organizing and hosting workshops using funding that must comply with AGLC (Alberta Gaming, Liquor and Cannabis) regulations.

1. Eligible Expenses

The Alberta Association of the Deaf (AAD) may cover the following costs for invited presenters:

Transportation:

- Return airfare or ground transportation (e.g., bus, train, or mileage if personal vehicle is used).
- One checked baggage fee.
- Seat selection fee for comfort or accessibility as needed.

Accommodation:

- AAD is responsible for booking the hotel directly.
- Up to two nights of standard hotel accommodation at a reasonable rate.
- Additional nights may be arranged and covered only if necessary due to travel logistics (e.g., early or late flights) and must be pre-approved.

Meals:

- A per diem meal allowance according to AGLC-approved rates.
- Alternatively, reimbursement for meal receipts may be accepted, provided the total does not exceed the daily maximum.



2. Ineligible Expenses (Not Covered)

In accordance with AGLC guidelines, the following costs will not be reimbursed:

- Travel insurance (considered a personal expense).
- Alcoholic beverages.
- Personal expenses unrelated to workshop delivery (e.g., tourism, spa, shopping).
- Premium or luxury upgrades for travel or hotel, unless medically necessary and pre-approved.

2. Reimbursement Process

- Receipts must be submitted for all eligible expenses, except per diem meals if used.
- A completed reimbursement form must be submitted within 30 days of the event.

3. Accessibility and Equity

- AAD is committed to ensuring that workshop spaces are fully accessible and inclusive.
- Bilingual access (e.g., ASL and LSQ) may be offered where appropriate and as resources allow.

4. Other Considerations

- Honorariums or speaker fees may be provided and must follow AGLC's honorarium policies (reasonable rates, no excessive bonuses).
- All financial documentation must be retained and available for audit to ensure AGLC compliance.

5. Media and Photography Permission

- For participants under the age of 18, written permission from a parent or legal guardian is required before any photos or videos may be posted on Facebook, social media platforms, or other media outlets.

6. Considerations for DeafBlind Presenters

AAD acknowledges the unique accessibility needs of DeafBlind presenters and will ensure the following supports:



ALBERTA ASSOCIATION OF THE DEAF

EMPOWERING THE DEAF COMMUNITY. ONE PERSON AT A TIME.

- **Transportation and Travel Support:**

Travel arrangements may include airfare, ground transportation, baggage fee, and seat selection as required for accessibility.

- **Deaf Interpreter Services:**

AAD will cover the cost of a qualified Deaf Interpreter to ensure full communication access for the DeafBlind presenter.

- **Support Service Provider (SSP):**

AAD will provide and cover the cost of an SSP (Support Service Provider) who assists with guiding, environmental description, mobility support, and event navigation for the DeafBlind presenter.

- **Accommodation for SSP and Deaf Interpreter:**

When required, AAD will provide separate or shared accommodations depending on individual needs, availability, and appropriateness.

Qualified Deaf Interpreters and SSP providers may be asked to outline/ provide their certification, training, and professional criteria to ensure a consistent standard of competency and service delivery. This helps AAD maintain clear expectations and ensures DeafBlind/Deaf individuals requesting these services receive high-quality, accessible support.