

SOMA Speaker and Lab Faculty Travel Reimbursement Policy

Policy is subject to change; If your presentation is accepted, all presenters and lab faculty will be required to re-acknowledge the policy upon approval.

Note for non-members: if you are a non-member and wish to register as a SOMA member to qualify for the member-level reimbursement benefits outline below, you must apply for SOMA membership by January 31, 2027.

Presenter Benefits at a Glance

Medic Presenters (Military or Civilian)

Benefit	SOMA Member	Non-Member
Registration	Complimentary full conference registration	50% off full registration, or one free day
Lodging & Travel	< 30 min: lodging & travel on own ≥ 30 min: lodging 2 nights domestic / 3 nights international, plus airfare up to \$600 domestic / \$1,800 international - Research track/poster presentations do not qualify for travel reimbursement	< 30 min: lodging & travel on own ≥ 30 min: lodging 1 night domestic / 2 nights international (no airfare) - Research track/poster presentations do not qualify for travel reimbursement

Non-Medic Presenters (MD, PA, RN, PhD, etc.)

Benefit	SOMA Member	Non-Member
Registration	50% off full registration, or one free day	None
Lodging & Travel	- Single presentation, or any < 30 min: lodging & travel on own - Two presentations, each ≥ 30 min: lodging night before & after, plus airfare up to \$600 domestic / \$1,800 international - Research track/poster presentations do not qualify for travel reimbursement	- Lodging & travel on own - regardless of presentation count - Research track/poster presentations do not qualify for travel reimbursement

Lab Faculty (up to 2 per lab)

Category	SOMA Member	Non-Member
Registration	Complimentary full conference registration	50% off full registration
Lodging & Travel	Lodging for bookend nights of lab days	Lodging for lab days only

Lead Poster Presenters

Category	SOMA Member	Non-Member
Lead Research Poster Presenters	Tuesday day pass — lead presenter only (not full speaker/author list)	None

General Eligibility Rules

- Track Leaders can help confirm whether a speaker qualifies for SOMA travel benefits.
- Travel reimbursement applies only to lectures of 30 minutes or longer
- Research track podium & poster presentations do not qualify for reimbursement regardless of SOMA membership status.
- Active-duty military speakers should be funded by their unit whenever possible. Speakers/faculty receiving full DoD funding for their travel are not eligible for SOMA reimbursement.
- DoD members receiving more than \$50 in SOMA reimbursement must consult their command and JAG regarding required paperwork, to avoid any UCMJ issues.
- Reimbursable lodging requires booking within the SOMA hotel block at designated hotels. Reimbursement for outside lodging requires prior approval from the SOMA Executive Board. Speakers **must** make their own hotel reservations — SOMA staff cannot book on a speaker's behalf.
- Each lab may designate up to two faculty eligible for travel reimbursement; preference goes to active-duty medics or civilian paramedics.
- Costs to ship or transport lab equipment should be billed to the lab's budget, not claimed as personal travel reimbursement.

Benefit Details by Speaker Type

Medic Speakers (Active Duty Enlisted/Medic or Civilian Paramedic)

All medic speakers — including research podium and poster presenters — register at the rates shown above. Registration opens in February; **all speakers must register by March 1.**

Travel reimbursement applies only to lectures of 30 minutes or longer (**research track podium/poster presentations do not qualify for reimbursement**). Speakers are encouraged to take on multiple presentations.

- SOMA member medics presenting 30+ minutes receive:
 - Hotel for the night before and night of the lecture (up to 2 nights domestic / 3 nights international), unless otherwise approved by the SOMA Executive Board. Speakers sharing a room with another medic/speaker can have their full stay covered, up to 5 nights.

- Airfare or mileage up to \$600 domestic / \$1,800 international
- Baggage fees up to \$50 each way (receipt required)
- \$150 toward ground transportation/parking (rental cars not eligible)
- Non-member medics presenting 30+ minutes receive lodging only (1 night domestic / 2 nights international). Airfare, baggage, and ground transportation are not covered.

Non-Medic Speakers (MD, PA, RN, PhD, etc.)

All non-medic speakers register at the rates shown above. Registration opens in February; **all speakers must register by March 1.**

Travel reimbursement requires two or more lectures, each 30 minutes or longer, and applies to SOMA members only. A single presentation — regardless of length or membership — does not qualify.

Research track podium/poster presentations do not qualify for reimbursement.

- SOMA member speakers meeting this threshold receive:
 - Hotel for the night before and after their presentations
 - Airfare or mileage up to \$600 domestic / \$1,800 international
 - \$150 toward ground transportation/parking (rental cars not eligible)
- Non-member speakers are not eligible for travel reimbursement, regardless of number of presentations. Non-members are encouraged to join SOMA to become eligible; must join no later than January 31 to be eligible as a member for reimbursement.

Lead Poster Presenters

- SOMA member lead poster presenters receive a Tuesday day pass (presenter only - not the full speaker or author list).
- Non-members receive no complimentary pass for poster presentations and must pay for a Tuesday pass.
- Poster presenters do not qualify for travel reimbursement regardless of SOMA membership status.

Lab Faculty

- Each lab may designate up to two faculty eligible for travel reimbursement; preference goes to active-duty medics or civilian paramedics.
- SOMA member lab faculty: Complimentary full conference registration. Lodging covered for the bookend nights of the lab days.
- Non-member lab faculty: 50% off full registration. Lodging covered for lab days only (not the bookend nights).
- Lab equipment shipping/transport costs should be billed to the lab's budget, not claimed as personal travel reimbursement.

Hotel Booking*

All Speakers must make their own hotel reservations in one of the SOMA hotel blocks.

Deadline to book at the block rate: Friday, December 4, 2027

Book using the links provided. If SOMA is covering your lodging, send your confirmation number to us at info@specialoperationsmedicine.org and SOMA will arrange direct billing with the hotel for the covered nights and tax.

***Hotel booking information will be shared as soon as it becomes available. Accepted lab faculty and speakers will be notified directly.**