

April 6, 2022

Compensation Policy

1. Principle

The present regulation applies to members of the association or persons who actively participate in the association life of the ISACA Switzerland Chapter. Board members of the ISACA Switzerland Chapter or board members or employees of a partner organisation are not entitled to compensation for work related to the board function or their employment contract.

2. Compensation for full-day events (e.g. ISACA CH/IIAS conference)

- The fee for speakers is CHF 700, plus travel expenses from the place of residence or work, whichever is closer to the venue. A 1st class train ticket will be reimbursed.
- The fee fully covers the presentation as well as all preparatory and follow-up work, the preparation of slides and documents and the delivery of additional training material. Any reimbursement of material costs requires an individual, prior written agreement.
- Unless otherwise agreed, all slides and seminar documents shall be made available to the participants as PDF files.
- Special compensation agreements, e.g. for keynote speakers etc. are possible, but must be approved in advance by ISACA CH and, if applicable, the respective partner organisation (e.g. IIAS).
- A compensation of CHF 700 is paid for the day's management and moderation of an event.
- Compensation for additional expenses such as accommodation or meals must be approved in advance by ISACA CH and, if applicable, the respective partner organisation (e.g. IIAS).
- Members of the organising team are entitled to reimbursement of expenses incurred. Payment is made based on a statement with original receipts and after approval by the responsible board member.

3. Compensation for half-day events

- The fee for speakers is CHF 700 plus travel expenses from the place of residence or work, whichever is closer to the venue. A 1st class train ticket will be reimbursed.
- The fee fully covers the presentation as well as all preparatory and follow-up work, the preparation of slides and documents and the delivery of additional training material. Any reimbursement of material costs requires an individual, prior written agreement.
- Unless otherwise agreed, all slides and seminar documents shall be made available to the participants as PDF files.
- Special compensation agreements, e.g. for keynote speakers etc. are possible, but must be approved in advance by ISACA CH.
- A compensation of CHF 350 is paid for the day's management and moderation of an event.
- Compensation for additional expenses such as accommodation or meals must be approved in advance by ISACA CH.
- Members of the organising team are entitled to reimbursement of expenses incurred. Payment is made based on a statement with original receipts and after approval by the responsible board member.

4. Compensation for After Hours Seminars (AHS)

- For a presentation at an AHS or at a comparable seminar of approx. 1 hour incl. preparation/handout CHF 250.
- Further compensation such as travel and accommodation expenses or compensation for the organisation and management of the event will not be paid.

5. Services over a longer period of time

Whoever provides a service over a longer period of time, e.g. the organisation of a larger event or a project (e.g. an international conference or an anniversary), must prepare a budget for it. This must be approved by the ISACA Switzerland Chapter board and included in the annual budget.

6. Writing articles in the Swiss IT Magazine

The following compensation will be paid for writing professional articles:

- Writing of a technical article per page CHF 150
- Translations per page CHF 100

7. Settlement / payment of compensation

- Compensation to speakers is paid based on the agreement concluded. Payment is made directly after the event has taken place. Payments are released by those responsible for the respective event.
- Compensation for event leaders is paid immediately after the event has taken place. The release of payment is made by the persons responsible for the respective event.
- Compensation in accordance with special agreements is paid only after the release of the payment by the persons responsible for the respective event.
- The payment of compensation for the delivery of a technical article or a translation is made after approval by the responsible member of the ISACA Switzerland Chapter board.
- For payments based on an approved budget for a larger event or project, original receipts and/or time sheets must be submitted. Reimbursement of travel and accommodation expenses is made in accordance with the ISACA Switzerland Chapter's expense regulations.