

### **NAIC INTERIM MEETING POLICY**

Any **Interim Meeting** of a *working group, task force, subcommittee or committee* shall be held in Kansas City at the NAIC Central Office or via conference call, unless compelling reasons can be given by the requestor for the meeting to be held at another location. The most important factor to be considered when deciding the location of an interim meeting is the cost to the NAIC and its members who will participate. Include specific reasons on the NAIC Event Request Form, for proposing a meeting outside of Kansas City. Thoughtful consideration should be given to the actual need for the interim meeting and the resultant cost related to possible room rental, audiovisual equipment and beverage breaks. These expenditures can often be considerable when held at locations outside of Kansas City. (This policy does not pertain to Zone Meetings, which are generally held with a specific zone's region).

**Note:** Complimentary meeting space is always preferred regardless of location, but facilities provided the insurance industry, anyone acting on behalf of the insurance industry, or any entity whose role would in any way inhibit an NAIC member from participating, shall not be considered.

As a general rule, interim meetings should not be scheduled two weeks prior to or after an NAIC national meeting. It is also desirable, regardless of location, to coordinate the scheduling of interim meetings with groups of similar membership, to reduce travel costs.

All interim meetings must first be approved by the chair of the parent committee, in consultation with the NAIC Officers and NAIC COO. This approval must be obtained prior to announcing, scheduling or confirming the meeting. Once the parent committee chair approval is obtained, NAIC staff support should complete and send the Event Request Form to the Senior Meetings Manager for final approval by the NAIC COO. Only meeting room rental, audiovisual and morning and afternoon beverage break charges are appropriate interim meeting expenses. Any additional costs such as working breakfasts, lunches or commissioner travel reimbursement will need separate approval by the NAIC COO. Once a location is determined and final approval granted, the Meetings Department will research suitable meeting options and work with the NAIC staff support to coordinate the interim meeting.

**Note:** A "parent committee" is the committee or subcommittee created by NAIC Bylaws as having jurisdiction over the group requesting the interim meeting.