



Sharon Alston &lt;drsalston@gmail.com&gt;

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## CSWE 2019 request

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**Laws, Brittany** <Brittany.Laws@cengage.com>  
To: Sharon Alston <drsalston@gmail.com>

Sun, Aug 25, 2019 at 1:39 PM

Hi Sharon!

### You've been requested!

Please see below a **Faculty Partner Network engagement request for a confernece presentation at CSWE 2019 on Oct. 25**

As per the Faculty Partner Network Pay Scale (below), this engagement carries a stipend of **\$900 (no travel)**.

If you could reply to this email to confirm or reject this request within 24 hours, it would be greatly appreciated. Thanks so much!

----- **Here are the details!**

- Discipline - REQUIRED  
Social Work
- FP Request Type  
Conference/Event
- Digital Product Involved  
MindTap
- Course Involved  
NA
- Requested Date/Time of Actual Engagement  
10/25/19 9:00 AM
- Purpose of Engagement  
Multiple customer marketing activity

- Please describe your goals for this engagement - will be shared with FP

Gather market insights/feedback and showcase MindTap activities during in-booth focus groups at CSWE 2019.

- Are there any special circumstances or needs for this request?

Sharon Alston indicates she is already attending CSWE - and had agreed to lead a total of five 40-minute in-booth focus groups on 10/25 and 10/26. Plus, she will also speak with instructors in our exhibit when available.

- Preferred Faculty Partner - if any

Sharon Alston

- If your request is for a Conference or Event, please provide the following information

- Conference Name Campaign

CSWE Conference 2019

- Conference/Event Location - City & State

Sheraton Downtown Denver

- Nearest Airport

Denver, CO

## Faculty Partners' Network Pay Scale

*(subject to change with written 30-day notice)*

**Remember that each engagement request from Brittany will tell you in advance the approved pay rate for the specific work request so that you can accept/deny with all of the information you need!**

Activity Type	Typical Time Commitment	Pay Rate
Content-creation projects	Varies according to project scope	Project rate will be provided prior to work commitment
1:1 Phone/Zoom video call consultation	1 hour	\$75
1:1 In-person consultation (travel required)	1 hour + travel time	\$150 + <i>approved travel costs</i>
1:1 In-person consultation (at own campus)	1 hour	\$75
Focus group moderation 1: Many	1 hour	\$100
Webinar 1-to-many presentation (multiple attendees)	1-2 hours presentation time	\$200

In-person 1-to-many local presentation (multiple attendees; local travel; <3 hrs. total presentation time)	Up to 3 hours presentation time + travel time	\$400 + <i>approved travel costs</i>
<i>Extended in-person local presentation (multiple attendees; &gt;3 hrs. of total presentation time; with local travel)</i>	<i>Over 3 hours presentation time + travel time</i>	<i>\$600 + approved travel costs</i>
In-person 1-to-many travel presentation (multiple attendees; air travel required; <3 hrs. total presentation time)	Up to 3 hours presentation time + travel time	\$600 + <i>approved travel costs</i>
<i>Extended in-person travel presentation (multiple attendees; &gt;3 hrs. of total presentation time; air travel required)</i>	<i>Over 3 hours presentation time + travel time</i>	<i>\$900 + approved travel costs</i>
In-person 1-to-many at own campus presentation (multiple attendees; <3 hrs. total presentation time)	Up to 3 hours presentation time	\$200
Semester Mentorship Includes 2 phone/video call consultations (1:1 with key contact) and 1 webinar presentation/training for group at customer's convenience during single semester	3 hours presentation time	\$350
Impact Marketing Success Story	20-30 min	\$50
Impact Marketing Case Study	2-4 hours	\$200

**Please note:**

- "Total presentation time" refers to time spent for entirety of engagement, even if it is spread over multiple days or smaller activities. For example, working in a conference exhibit booth over 2 days for 3 hours each day = 6 total hours and carries a stipend of \$900 total (not per day). Similarly, conducting a local campus presentation for 1 hour and then attending a dinner event that evening for 1 hour = 2 total hours of presentation time and carries a stipend of \$400 total (not per event).
- Invoices that incorrectly bill for an engagement will be returned to you for adjustment prior to processing. If you have any questions about the approved billable rate for any engagement, please contact Brittany Laws [brittany.laws@cengage.com](mailto:brittany.laws@cengage.com)

**TRANSPORTATION**

Cengage will reimburse you for pre-approved travel expenses submitted with appropriate receipts as listed below:

**Taxis, Uber, Lyft, and similar services** are all acceptable forms of transportation reimbursed by Cengage with receipt.

**Rental cars** require pre-approval by Director and are reimbursable with receipt.

## PERSONAL VEHICLE

Any travel in your personal vehicle is reimbursed per mile. The **reimbursement rate** for mileage is **\$0.58 per mile**. Gas is included in that calculation.

## PARKING/TOLLS

Parking fees (airport, hotel, etc.) are reimbursed by Cengage with receipt.

Tolls paid during travel to/from and engagement are reimbursed by Cengage with receipt.

## MEALS/SNACKS

You will have a reimbursable **per diem of \$50** for engagements requiring travel. You may submit all receipts up the \$50/day for which reimbursement is requested.

All invoices shall be submitted via your personal ViewPost account within 2 weeks of project completion. Failure to follow such procedure may result in invoices being delayed.



### Brittany Laws

Chief of Staff – Faculty Programs

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**WEB:** [cengage.com](http://cengage.com)

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