

Speakers Bureau Info Session

August 2024



HARVARD
Alumni Affairs & Development

Housekeeping and Community Expectations

1. Please **use the chat or save questions** until the end of the presentation.
2. Please **include the name of your Club, SIG, or Cohort** when asking questions in the chat.
3. A copy of the **slides and recording link will be shared** within the next week.
4. Harvard University Alumni Affairs & Development **Community Expectations:**

Harvard University Alumni Affairs & Development (AA&D) programs and volunteer opportunities respect the rights, differences, and dignity of others. Those taking part in AA&D activities are expected to demonstrate honesty, integrity, and civility in those activities, and are accountable for their conduct with University alumni, students, parents, volunteers, employees, and invitees.

Harvard University Alumni Affairs & Development reserves the right to suspend services to and to exclude from participation in AA&D programs any person whose inappropriate behavior adversely affects the safety, well-being, or inclusion of community members.

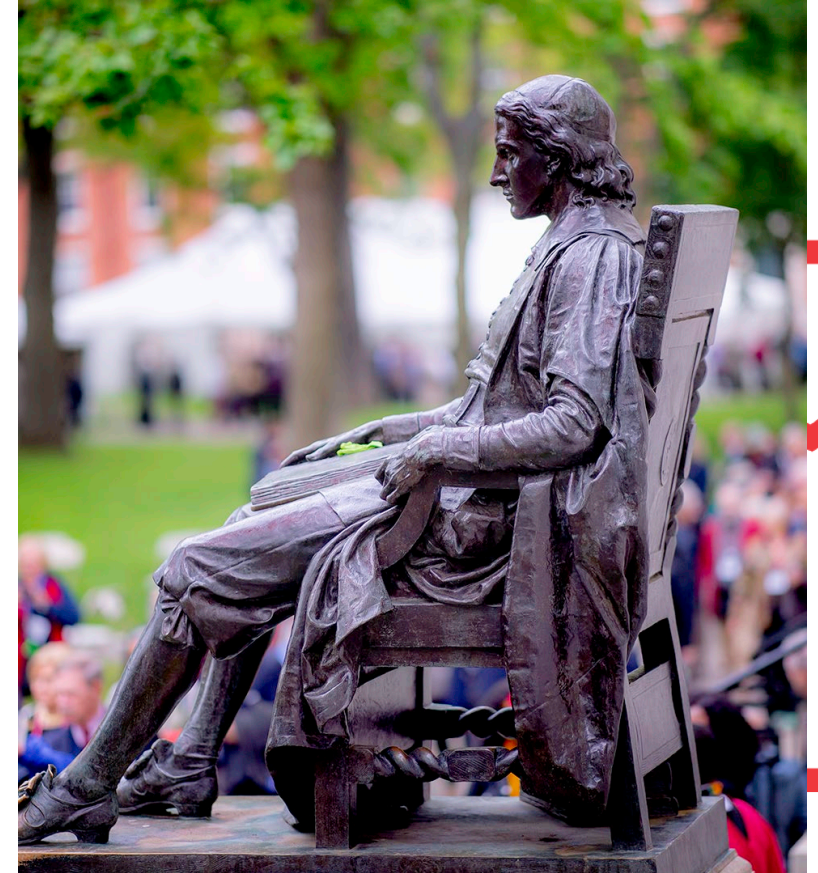


Speakers Bureau History

The **Speakers Bureau** program provides Harvard alumni communities the opportunity to connect to the intellectual riches of the University through faculty speakers.

Each year, the Speakers Bureau program provides dozens of Clubs and SIGs the opportunity to learn from an **extraordinary faculty speaker** and reconnect with the classroom experience.

In the 2023-2024 academic year, the Speakers Bureau program served over **104 alumni communities** through **36 different events**.



Program Overview



1. HAA curates the **annual catalog of faculty participants**
2. **U.S. and Canadian-based clubs** and **HAA Clubs & SIGs Appointed Directors** submit requests
3. **HAA sends invitations** to requested faculty on the hosts' behalf
4. HAA will inform the hosts of an accepted invitation, and **hosts will plan the event**
5. Hosts provide HAA with **details for event briefing**, and HAA communicates with faculty speakers
6. HAA **introduces hosts** to faculty speaker
7. **Faculty speaker presents** to host's organization

Request Process

- Catalog and requests are available **September 17 through October 10, 2024**
- **U.S. and Canadian-based clubs** may request an in-person or virtual speaker
- **Appointed Directors for Clubs and SIGs** may request a virtual speaker for their cohort
 - International clubs and SIGs cannot request a speaker for their organization and must work with their Appointed Director.
- Each request can include **three speaker preferences**; all three will be treated with equal weight
 - Each request will only result in **one Speakers Bureau program per year**
- Provide **event flexibility or details**, such as general timing, event City/State, and anticipated attendance



Speakers Bureau Catalog

HARVARD
ALUMNI ASSOCIATION



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Logistics and Finances

HAA Responsibilities

Logistics

- Inviting and confirming the faculty speaker
- Contacting the faculty speaker and their team
- Creating the event briefing
- Introducing faculty speaker to host

Finances

- Flights
- Ground transportation
- Meals outside of event hours

Host Responsibilities

Logistics

- Planning, marketing, and event registration
- Providing details for the event briefing
- Virtual Events
 - Creating, hosting, and managing controls of the Zoom meeting

Finances

- In-Person Events
 - Overnight accommodations for the faculty member
 - Event expenses
 - Faculty meal if part of the event

New for 2024-2025

- Speakers Bureau email address: haa_speakersbureau@harvard.edu
- **Larger catalog**: A larger amount of faculty to choose from who are interested in speaking to Clubs and SIGs
- Minimum registration: Events are required to have **at least 30 registrants**; otherwise, they may be subject to rescheduling or cancelation
- Volunteer Resources: A **new collection of documents** to help guide you through the process
 - FAQ document
 - Expectations & Best Practices
 - Info session slides and recordings



Frequently Asked Questions

- **If we submit a Speakers Bureau request, is a speaker guaranteed?**
 - While the HAA strives to fulfill all requests, a faculty member is not guaranteed to accept the invitation.
- **What happens if all three requested speakers decline invitations or our confirmed speaker cancels?**
 - The HAA will notify you as soon as possible. While they will work to fulfill the request with another speaker, they cannot guarantee that a faculty member will accept the invitation.
- **Will the HAA coordinate more than one Speakers Bureau event for my organization per year?**
 - The HAA is unable to facilitate more than one event per organization annually. If we hear of a faculty member traveling to your area and open to an event, we will inform you of this opportunity.
- **When can I contact my faculty speaker?**
 - The HAA will work with your organization to gather event details for the briefing, answer any questions you may have, and introduce you to the speaker approximately one to three weeks before the event.
- **How can I increase the chances of my request being fulfilled?**
 - While we cannot guarantee a speaker, flexibility in terms of event format and timing can assist the HAA in finding an available speaker.

Speakers Bureau Resources

- [Speakers Bureau Website](#)
- [Frequently Asked Questions](#)
- Expectations and Best Practices
 - [In-Person Events](#)
 - [Virtual Events](#)

Thank You

Questions?

Email: haa_speakersbureau@harvard.edu



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