

## Speaker Booking Confirmation info 2021-2022 for Management Committee

- 1. Confirmation:** After you have a commitment from the speaker for a particular date, send the Speaker Confirmation letter. Fill in the appropriate date, details on the attached template.
- 2. Newsletter:** Send the speaker bio/photo and a one or two sentence description of the topic to the newsletter editor. The deadline for the newsletter is the 20th of the month. Please try to get the bio/photo to Germaine before the deadline so as not to hold up the newsletter.
- 3. Honorarium:** The standard honorarium is \$200. For people who work in government or other publicly funded organizations such as the City of Cambridge, Waterloo Regional Police, etc. who are speaking on a topic related to their job, we give them a choice of a gift package from Reid's (approximate cost \$50) or a donation to a charity of their choice (usually \$100). Speaker requests for higher amounts, travel expenses etc. have to be agreed upon by the program committee.
- 4. Payment:** Complete a Request for Reimbursement Form (example attached) and send it to the Treasurer, Suzanne Cline. She will let you know when you can pick the cheque up at her home. After the meeting, send the cheque with a thank you card and note to the speaker.
- 5. Speaker introductions,** moderator for the questions, and thank you are all organized at our program meetings.
- 6. Questions on zoom:** if the speaker is well-known, we can send out an email to the membership for questions in advance. If not, we can ask members of the committee to be ready to ask a question if there are not enough. Otherwise, at the meeting, the question moderator asks people to send their question by chat or raise their hand. As people are getting used to the zoom format, we are getting more questions from the audience now than we did in the fall.
- 7. Information to Meeting Chair:** A week before the meeting, send the names of the speaker, the people doing the introductions, moderating questions and thank you to the President, Yvonne Yersh, and the Secretary, Aline Chan. This way, Yvonne knows who to call on for each part of the meeting and Aline knows who needs to be set up on zoom.

### Wellness Speakers

1. Confirmation is for a 5-minute talk.
2. Honorarium is \$25.00
3. Payment process is the same: send a Request for Reimbursement Form and pick up cheque from Suzanne Cline. Send the cheque and a thank you card after the meeting.