



POLICY: CHAPTER SPEAKERS POLICY

A) Section A of this policy will provide specific guidelines to for-profit and not-for-profit service providers who wish to present educational programs to the membership of the AFP Ottawa Chapter. Service providers are defined as corporate entities who sell a product and/or service.

- **Speakers who are service providers must refrain from overt marketing of their services or products from the lectern.**
- **Financial support from a service provider of a conference or luncheon does not constitute permission to promote their services or products from the lectern.**
- **Speakers may distribute promotional materials before or after the session. This does not preclude delegates from seeking services from speakers before or after their presentation.**
- **Speakers are encouraged to have a display table in the room, with their promotional materials, and/or their published books. This is not however, intended to compete with or replace a promotional booth offered to sponsors and exhibitors.**
- **The service provider is required to make advance arrangements, at the time of booking, with the Chapter in the event there is a need to coordinate shipping, receiving, storing or selling a service provider's materials/books.**

B) Section B of this policy will give specific guidelines to Chapter members regarding the compensation of speakers at Fundraising Day, Education Committee events, The Philanthropy Awards and not limited to the above events or committees.

The two standing committee that deal with speakers on a regular basis are the Education and Fundraising Day Committees. General guidelines for those committees are:

- **Education Committee event speakers (breakfast or lunch) will have their registration and food costs covered only. At the discretion of the Committee, a book will be donated to the CFRE Study Buddy program on their behalf.**
- **Fundraising Day speakers will have the following expenses covered:**

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- **Registration for the day on which they are speaking including lunch.**
 - **Accommodation, travel and speakers fee may be covered for plenary speakers only.**
 - **Non-plenary speakers will also have complimentary registration and lunch. There will be no speakers fee offered to non-plenary speakers.**

The Education, Fundraising Day and Philanthropy Awards Committees, or any other standing or ad hoc committee, are empowered to allocate their budget as they see fit for additional costs (travel, accommodation, fee) a speaker may require. Should these committees require additional funding over and above their allocated budget, they may make an appeal to the Board for guest speaker costs.

- **There are four central expectations that speakers at AFP events are expected to agree with and sign an agreement to up-hold:**
 - **The content of the presentation is accurate,**
 - **The presentation is an original work and will not infringe on any personal or property rights of any other person or organization,**
 - **The presentation will be educational in nature and will not include a sales pitch for any specific product or service,**
 - **The presentation does not contain any material that is slanderous, offensive, or disparages the products or services of any person or organization.**

Breach of Policy

Speakers who violate the guidelines of this policy may not be invited to participate as a speaker in future AFP chapter activities. Speakers are also encouraged to familiarize themselves with this policy and the AFP Code of Ethics (so as not to advocate a contradiction to any point therein).

EFFECTIVE DATE: February 19, 2015
LAST REVISED OR REVIEWED: December 2017
SUBJECT TO REVIEW: December 2020