

## **AWMAC BC Presenter Vetting Policy and Procedure**

**December 2015**

### **Policy**

To find the best and most suitable speakers to present at AWMAC BC events to our members, as well as to have accomplished speakers present on behalf of AWMAC BC at other industry related events.

### **Procedure**

To follow the presenter vetting procedure listed below before organizing any presentation.

1. When contemplating a speaker for AWMAC BC events, first review the presenter by
  - 1.1. Attending one of their seminars and/or
  - 1.2. Getting references from people who have attended their seminars and/or
  - 1.3. Watching a video of a presentation or seminar given by this individual
2. Endeavour to book presentations a minimum of 45 days in advance.
3. After booking the presenter, arrange a meeting in person or by conference call, to educate them on the needs of our membership.
4. Require them to submit a list of learning outcomes within a week of this meeting (#3).
5. Require them to send any presentation materials 14 days ahead of the presentation.
6. Secure a release allowing AWMAC BC to record the presentation and live broadcast it to our membership and industry partners.
7. For speakers who present on behalf of AWMAC BC, review the presenter by:
  - 7.1. Having them give their presentation at the AWMAC office in front of a minimum of the ED and one of the board of directors.
  - 7.2. When giving the presentation, if approved, one of the staff of the AWMAC BC office must be in attendance.
8. The office will always follow up on presentations by sending out a Monkey Survey.
9. Track the results of the surveys on a spreadsheet stored on the Board of Directors Dropbox file.