

# UTSA Speakers' Bureau

## A Reference Guide for Finding a Speaker



Presented by the Student Activities

### The Speakers' Bureau

The UTSA Speakers' Bureau is a guide designed to help students, faculty and staff find qualified speakers on a variety of subjects. The Speakers' Bureau is listed in alphabetical order according to subject matter. It is important to remember that these speakers are offering to present for the benefit of the UTSA community and are under no obligation to take on this extra work. Because of the generosity on the part of the speakers, Student Activities requests that any student organization, faculty, or staff make arrangements with the speakers according to the following guidelines:

1. Call the potential speaker to set-up an appointment to meet with him or her. At the meeting, be prepared to discuss the following information.
  - Subject of presentation
  - Expected attendance
  - Room set-up
  - Presentation location
  - Program start time
  - Position in agenda for presentation
  - Length of the presentation
  - Suggestions for the format of the presentation
  - Equipment needs
  - Appropriate attire

(Please remember to be conscious of attendees who may have special needs due to an illness or disability. Be prepared to assist in providing these individuals with special accommodations.)

2. Supply the speaker with the name and phone number of the contact person for questions and emergencies.
3. Find out the correct spelling, pronunciation and official title of the speaker. Cover information to be used in the introduction.
4. Re-contact the speaker several days before the presentation to confirm the time, place, and equipment needs.

In order to treat the volunteer speakers appropriately, Student Activities suggests that you consider some or all of the following:

- Consider using name tags to help the speaker
- Be considerate of the speaker's time
- Make it clear as to whether the speaker may bring a spouse or another guest to the presentation
- Send a thank-you note to the speaker following the program and/or memo to their supervisor informing him/her of the extra effort being made by one of his/her staff members
- Consider a gift, certificate or reception for the speaker

*If you have any further questions, please contact Student Activities at (210) 458-4160 or [getinvolved@utsa.edu](mailto:getinvolved@utsa.edu).*