



BFGHS PROGRAM COMMITTEE
SPEAKER/PRESENTER SCHEDULING PROCESS

Step 1 - Complete BFGHS Presenter/Speaker application (fillable form). The application can be found on the website of BFGHS (bfghs.org). Once the form is completed, download and save it and submit it, via email, to the program committee at VPBFGHS@gmail.com

Step 2 - Guest and member presenters/speakers will be evaluated and selected, by the program committee, based on: 1) the topic of the presentation and the interest, by members, in said topic/subject matter; 2) the need for the subject matter covered, based upon the mission of BFGHS.; 3) a determination of the executive board or board of directors of BFGHS.

Step 3 – If the presenter is a certified genealogist and/or certified genealogy speaker, please provide documentation confirming said certification(s). A copy of the presenter/speakers curriculum vitae or biography will be needed as well. A photo of said individual(s) is desired, but not required.

Step 4 – Someone from the program committee will notify the member, who completed the request form, of the acceptance or rejection of the speaker and/or his or her topic(s).

5 Step - Once the presenter/speaker is approved (by the program committee, executive board, and/or board of directors), the program committee will forward a letter, via email, to said presenter/speaker informing her/him that they are being added, tentatively, to BFGHS' schedule. In said letter, the program committee will inform the guest presenter/speaker that he/she must sign a "presenter contract" agreeing to the guidelines and standards set forth by BFGHS, before the booking can be completed.

NOTE: When a presenter(s)/speaker(s) do not receive approval, the program committee will notify the member, who submitted the request, as to why the request was denied. The explanation will be sent via email. In general, a request may be rejected based on costs related to hosting the presenter/speaker; the need to host a presenter/speaker who may cover a topic of interest to more members; the subject matter may not be in agreement with the mission of BFGHS; issues surrounding the personal/public behavior of said presenter/speaker; the legal liability of hosting said presenter/speaker; a decision of the board of directors.



Step 6 – All financial commitments/requirements for the event must be referred to the fund development/finance committee. No booking is final until a recommendation has been received from said committee.

Step 7 – Once all documents have been received and approved by the required boards and committees, a member of the program committee will email the presenter(s)/speaker(s) and inform said individual(s) that all paperwork has been completed and that it is time to confirm the date, time and location of the event. The program committee will be responsible for coordinating details (fees, A/V, IT restrictions related to proprietary material, handouts/soft copies, transportation (if needed), housing (if needed) etc.

Step 8 – The program committee will identify a member of BFGHS who will act as a “handler” for the guest(s) presenter(s)/speaker(s).

Step 9 – The program committee will identify a member of BFGHS to introduce the presenter(s)/speaker(s).



GUEST PRESENTER/SPEAKER FORM

Name of Member Submitting Request: _____

Email Address of Member Submitting Request: _____

Phone Number (best contact) of Member Submitting Request: _____

Proposed Date for Speaking Engagement: _____

Length of Presentation/Speaking Engagement [45 minutes (minimum) to 2 hours (maximum)]:

Proposed Start Time of Engagement: _____

Proposed End Time of Engagement: _____

Topic of Presentation: _____

Name of Presenter/Speaker: _____

Phone Number of Presenter/Speaker: _____

Email Address, primary, of Presenter/Speaker: _____

Email Address, secondary, of Presenter/Speaker: _____

Mailing Address for Presenter/Speaker: _____

Curriculum Vitae (CV) - Biography of Presenter/Speaker (via email)

Certification(s) of Presenter/Speaker (via email)