

2009 – 2010 UNIVERSITY SPEAKER REQUEST FORM

If you are interested in having a University faculty member or administrator visit your region this year, please return the form below to the Alumni Association Office. Please also make note of the following guidelines:

1. ASSIGNMENT OF SPEAKERS – We send one University speaker per academic year to most associations. Budgetary limitations prevent us from sending every association a speaker every year. We base decisions on many factors, including the size and activity level of the requesting associations.

2. SETTING A DATE – Be specific, but flexible. Remember that the more details we have, the better our sense of how long each speaker will need to be on the road. Supply as many details surrounding the event as possible, especially desired month or season, and specify the event type for which you want a speaker (annual dinner, reception for admitted students, academic seminar program, etc.). Flexibility of desired date elevates the chance of finding a speaker match.

3. REQUESTING SPEAKERS – There are two ways to request a Princeton speaker. An **open request** allows us to contact all members of our Speakers Bureau and report back to you on those available to travel to your region on one of your requested dates. If, instead, you wish to hear a speaker address a particular topic, we can send out a **targeted request** to only those faculty members/administrators from that field or discipline. When dates are set, targeted requests are not always possible to fulfill. However, because of the tremendous depth and breadth of expertise of the Princeton University faculty, it may be possible to find a successful match. On rare occasions we can submit an invitation from your region to a specific faculty member, but please know that these requests are often difficult to fulfill and that not all faculty members are able to travel for regional events.

4. SUBMIT REQUESTS EARLY – Faculty schedules fill up quickly, so speaker requests should be submitted as early as possible, and at a minimum of **FOUR MONTHS IN ADVANCE**. Although requests on shorter notice will be accommodated to the extent possible, you increase your likelihood of a successful match by making your request early.

5. ASSOCIATED EXPENSES – The Office of the Alumni Association covers the costs associated with the speaker's travel. The regional association is responsible for the cost of the venue, catering, publicity, and other incidentals including the event attendance fee for the speaker. Make sure that event attendance fees are reasonable, yet adequately cover your costs.

6. ATTENDANCE – On average, 30-50 guests is a good attendance goal for small and medium-sized associations; large associations should aim for 80 guests.

7. PUBLICITY – All Princeton constituents in your area, including parents, must be invited to any event with a University speaker. It is the host association's responsibility to maximize attendance through effective publicity, using every available means to spread the word, including a mailed invitation (when practical), email broadcasts, Web page announcements, phone calls, and reminders. Once a speaker is confirmed, start to advertise, and mail invitations no later than five to six weeks before the event.

8. NON-DISCRIMINATION POLICY – All events to which University speakers are sent must adhere to the University non-discrimination policy regarding the use of facilities for alumni events. Questions about this policy should be directed to the Office of the Alumni Association.

Your Name and Class Year/Affiliation: _____

Leadership Role: _____

Regional Association/Club Name: _____

At what type of event would you like a speaker? _____

What is the best time frame for a speaker visit to your region? _____

Are there specific topics in which your local alumni are interested? _____

Is there anything else you want to tell us? _____

This form may be submitted online at <http://tigernet.princeton.edu/education/10speakerrequestform.html>, faxed (609-258-1281) or mailed to the Office of the Alumni Association, Princeton University, P. O. Box 291, Princeton, NJ 08542-0291.

For questions, please contact the Office of the Alumni Association at acra@princeton.edu.