



## GUIDELINES FOR PRESENTER

### INTRODUCTION

*We are pleased to welcome you as a presenter for our Speaker Series line-up!*

This document outlines information on potential paperwork, travel arrangements, and presentation requirements, as well as the critical timeline and deadlines to ensure a successful event.

The Engaged Citizenship Common Experience (ECCE) Speaker Series Program is part of UIS' distinctive curriculum designed to foster the understandings of diversity, cultural awareness, engaged citizenship, issues of common concern and an active interest in making a difference in the world.

The ECCE Speaker Series course (UNI 301) is a required one-credit hour course in which students participate in Speaker Series events and reflect on them through writing assignments. Because each event represents a class meeting, it is important for the content to remain central to ECCE themes with discussion following.

### SPEAKER SERIES CONTACT

The Academic Program Coordinator for ECCE Speaker Series will be reaching out to you regarding required paperwork, travel, lodging, tech needs, room set-up, etc.

name: Chasity Bree  
e-mail: [cbree@uis.edu](mailto:cbree@uis.edu)  
phone: 217-206-8171  
fax: 217-206-7623

The individual that initially contacted you to be a presenter will be acting as your event host during your visit to UIS. They are responsible for arranging classroom visits, workshops, or any extra activities outside of your commitment to the Speaker Series event. Your event host will provide a detailed itinerary for you so you know what to expect during your time in town. Finally, your event host will arrange local transportation to and from the airport/hotel/campus as needed.

### COMMUNICATION

Both you and your event host must actively communicate with the program coordinator in order to plan a successful event. It is your duty to respond promptly to calls and emails from the program coordinator. Your event host will be copied on all correspondence sent to you to ensure all parties know what is going on at all times.

## EVENT TIMELINE & DEADLINES

TIMEFRAME	HOST TASKS	PRESENTER TASKS
Immediately	<ul style="list-style-type: none"> <li>Set up an appointment to meet with the Chasity to confirm event details and begin the planning process (event date, start time, travel plans, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Provide written email consent for permission to record your event --- a signed consent form must be completed within four weeks of the actual event</li> </ul>
From today until your event	<ul style="list-style-type: none"> <li>Actively communicate and respond promptly to calls / emails from Chasity</li> <li>Clarify outstanding questions from presenter(s) and Chasity</li> </ul>	<ul style="list-style-type: none"> <li>Actively communicate and respond promptly to calls / emails from Chasity</li> <li>Contact host and Chasity to clarify outstanding questions</li> <li>Read through presenter information / expectations</li> <li>Familiarize yourself with specific ECCE theme(s) related to your event</li> </ul>
10 weeks prior to event		<ul style="list-style-type: none"> <li>Submit completed Vendor Information Form</li> </ul>
8 weeks from event	<ul style="list-style-type: none"> <li>Proof press release providing suggested revisions / edits</li> <li>Request for book sales / signing due</li> </ul>	<ul style="list-style-type: none"> <li>Contact UIS travel agent to book flight <b>or</b> arrange other mode of travel on your own and provide receipts to Chasity</li> <li>Identify desired hotel and confirm dates of stay with Chasity</li> </ul>
6 weeks from event	<ul style="list-style-type: none"> <li>Finalize event agenda</li> <li>Determine final room set-up</li> <li>Solidify AV needs</li> <li>Re-familiarize yourself with specific ECCE themes related to your event; collaborate with presenter(s) to develop questions and complete plan for moderating discussion component</li> <li>Proof flyer providing suggested revisions / edits</li> </ul>	<ul style="list-style-type: none"> <li>Complete contract</li> <li>Determine final room set-up</li> <li>Solidify AV needs</li> <li>Re-familiarize yourself with specific ECCE themes related to your event; collaborate with host to develop questions and complete plan for moderating discussion component</li> </ul>
4 weeks from event	<ul style="list-style-type: none"> <li>Provide to Chasity and presenter a cell number that you can be reached at the day of the event</li> <li>Share itinerary of arrangements with presenter(s) and Chasity</li> <li>Post event flyers --- Speaker Series will provide up to 20 color copies if we create it in-house</li> </ul>	<ul style="list-style-type: none"> <li>Provide to Chasity and host a cell number that you can be reached at the day of the event</li> <li>Expect email from host with itinerary of arrangements</li> <li>Sign and return recording consent form</li> </ul>
Day of event	<ul style="list-style-type: none"> <li>Arrive at venue 30 minutes prior to start time for sound check</li> </ul>	<ul style="list-style-type: none"> <li>Arrive at venue 30 minutes prior to start time for sound check</li> </ul>

	<ul style="list-style-type: none"> <li>• Execute event as laid out in event agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Execute event as laid out in event agenda</li> </ul>
Immediately after event	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Submit receipts, mileage, etc. to Chasity for reimbursement</li> </ul>
4-6 weeks following event	<ul style="list-style-type: none"> <li>• Department will receive transfer of funds if applicable</li> </ul>	
6-8 weeks following event		<ul style="list-style-type: none"> <li>• Receive payment / reimbursement check from the University if applicable</li> </ul>

## FUNDING & EXPENSES

The amount of funding allocated toward event expenses varies. ECCE Speaker Series may provide full or partial coverage. You will be informed which expenses and how much will be covered by ECCE Speaker Series. The program coordinator will be in touch with you to discuss contract preparation, travel arrangements and hotel reservations.

Speaker Series cannot provide or reimburse for food or meal expenses and does not provide per diem.

Speaker Series can pay directly for hotel and airfare using the UIS credit card. All other payments/reimbursements associated with the event that are covered by Speaker Series will be processed after services have been rendered. Speaker(s) should expect their check from the University of Illinois to arrive approximately 6-8 weeks from event date.

## PAPERWORK

Speaker Series follows the University's Office of Business and Financial Services policies for financial operation and purchases. Forms and paperwork are explained below.

### a) Vendor Information Form

The Vendor Information Form is required to establish a presenter as a vendor in the University of Illinois system so reimbursement or payment can be issued after services are rendered. This form is the University of Illinois substitute for the Federal W9 form and is considered a legal document. Steps 1-3 of the form must be completed and signed by the individual/entity in order to receive payment. If you need help, e-mail [uivendor@uillinois.edu](mailto:uivendor@uillinois.edu) or phone 217-333-6583.

Completed form should be emailed as a pdf attachment to the Academic Program Coordinator for ECCE Speaker Series at [cbree@uis.edu](mailto:cbree@uis.edu) or faxed to 217-206-7623. The coordinator will deliver the form to Vendor Maintenance and track the form through processing stages until a vendor number is assigned.

This step must be completed before contract, travel arrangements or lodging reservations can be made.

### b) Contract for Services

A contract will be drawn up as a payment invoice for services rendered including a speaking or performance fee. The University contract is a binding agreement and must be submitted in its entirety for payment to be processed - missing pages will delay payment.

When you receive the drafted contract from the Program Coordinator, draw your attention to the bulleted areas of the contract. Action is needed within the sections of the contract that are highlighted below.

- **Article 1:** Ensure that your name and address is listed correctly. This is the address where the payment will be sent. It takes about 6-8 weeks to receive a check from the University.
- **Article 2.1:** Review the date of the event and ensure accuracy.
- **Article 3.1:** Confirm that the dates you will be in town are correct.
- **Article 4.1:** Ensure the compensation is accurate and what was agreed upon.
- **Article 5:** Check your name and contact information.
- **IL Procurement Code Page 6:** Please check the appropriate box at the bottom of page 6 that applies to you.
- **Top of Page 7:** Under the column with your name, complete this section with your signature, printed name, title, and date.
- **Certifications Page 12:** Check one of the four certification boxes on page 12 that applies to you.

Completed contract should be emailed as a pdf attachment to the Academic Program Coordinator for ECCE Speaker Series at [cbree@uis.edu](mailto:cbree@uis.edu) or faxed to 217-206-7623. The coordinator will obtain required signature from department financial officer and process paperwork after the event. **All contracts must be completed and signed by the CFO a minimum of 6 weeks from the event date.**

### c) Current UIS Employees / Retired University Employees

Current and retired University employees that are approved to receive a speaker fee must complete additional paperwork depending on individual circumstances. Paperwork will be sent to you by the program coordinator with further instructions.

### d) Consent to Record

Speaker Series needs to videotape events so that they can be used as part of the curriculum for UNI 301 online sections. If you agree to have your presentation recorded, a consent form must be signed to authorize the right to record and use in connection with the ECCE Speaker Series Program. Approved recordings are closed captioned and uploaded to our video on demand webpage for public viewing. If you have concerns about public access to the recording, we can discuss restricting access to UNI 301 students only.

**Verbal / email consent required immediately, official consent form required a minimum of 4 weeks from the event date.**

## TRAVEL ARRANGEMENTS

### a) Airfare

ECCE Speaker Series works with the University travel agent. When it is time to arrange your travel, you will be connected with our travel agent to book flights that work best for your travel to UIS. Be prepared to provide the following information:

- Name as it appears on your government ID
- Date of birth
- Cell phone number
- Email address

If you choose to make your own economy-class travel arrangements and be reimbursed by the University, you must provide your receipt to the Speaker Series coordinator. This documentation is required to process your reimbursement. **Flights must be booked a minimum of 8 weeks from the event date.**

### **b) Other Ticketing & Car Rentals**

Should you choose to take a train or bus, make your desired arrangements and provide receipt to the Speaker Series coordinator to process as a reimbursement after your event. **Travel must be booked a minimum of 8 weeks from the event date.**

Rental cars must be processed as a reimbursement. Provide receipt to the Speaker Series coordinator.

### **c) Mileage**

Mileage reimbursement is paid at \$0.535 per mile. Calculation will use starting address to UIS and be multiplied by two for round trip mileage.

## **HOTEL ACCOMMODATIONS**

Below are University approved hotels that provide Government Rates for UIS guests when available. Review choices provided and let the program coordinator know your top three preferences. We will do our best to honor your preferences, but are required to find the best rate.

Room rate, taxes, and parking (if applicable) will be covered and charged to UIS credit card. You are responsible for all incidentals (phone, lounge, food & beverage, etc.)

### **Hotels conveniently located off I-55 at Exit 94, within 3 miles of UIS campus (free parking)**

- [Drury Inn](#) – free breakfast
- [Hampton Inn](#) - free breakfast
- [Country Inn & Suites](#) - free breakfast
- [Crowne Plaza](#) – restaurant on-site
- [Hilton Garden Inn](#) - restaurants close by

### **Hotels located in downtown Springfield, within 7 miles of UIS campus (parking approx. \$10/day)**

- [Doubletree](#) – restaurant on-site
- [Wyndham](#) - restaurant on-site

## **PREPARING YOUR PRESENTATION**

### **a) Audience**

The primary audience for ECCE Speaker Series events is UIS undergraduate students enrolled in UNI 301. Our events are free and open to the public, so campus constituents and community members are welcome to attend as well. Size of the audience may range from 20-200 depending on interest in the topic and size of the venue.

### **b) Presentation Length**

Speaker Series events vary in length depending on the type of event. Ideally a lecture or panel format should fall within the range of 45-60 minutes followed by 15 to 20-minutes of productive Q&A or discussion. Any

event projected to exceed two hours should be discussed with the Speaker Series program coordinator in advance.

### **c) Content Tied to ECCE Relevance**

The Engaged Citizenship Common Experience (ECCE) is an interdisciplinary curriculum, so offering multiple perspectives or discussing the intersections of disciplinary approaches is highly encouraged. The approved event includes at least one of the six learning outcomes/themes of engaged citizenship below which must be clearly reflected in the presentation and discussion component.

- Recognize their individual social responsibility within a larger community
- Practice awareness of and respect for the diversity of cultures and peoples in this country and in the world
- Reflect on the ways involvement, leadership, and respect for community occur at the local, regional, national, or international levels
- Identify how economic, political, and social systems operate now and have operated in the past
- Engage in open-minded and ethical decision-making and action
- Distinguish the possibilities and limitations of social change

### **d) Audience Engagement Component**

Audience engagement is an integral part of ECCE Speaker Series events. Open discussion and participation are valued and required with each event. Presenters must structure their presentation to include a discussion, question and answer, or other activity component that requires audience participation relevant to the topic.

If the audience does not come up with questions on their own, we ask that you facilitate the discussion by posing questions to stimulate audience engagement surrounding the subject matter of your presentation. UNI 301 students must relate the content of the events in which they attend to the central themes of engaged citizenship previously mentioned. Framing questions around the main theme(s) of your event reinforces student learning and is highly encouraged.

Collaborate with your event host to develop questions and complete an action plan for leading a discussion that is relevant to ECCE themes.

### **e) Introduction and Closing Remarks**

As most Speaker Series events are recorded and/or close captioned, we do require that microphones are used by all audience members who participate during the discussion portion of the event. **For this reason, we ask that, at some point during your introduction, a request is made of the audience to please wait for a microphone prior to speaking.**

The Speaker Series student assistant will be passing the microphone to audience members as needed throughout the discussion portion. The Speaker Series student assistant also needs to set up to swipe students out after the event. In order to give the student assistant time to transition from the discussion to setting up swipe out, **we also ask that the moderator announce when the last question is being asked prior to closing remarks.**

## SET-UP / TECHNOLOGY

### a) Room Set-Up

Depending on the venue, there may be flexibility in seating and set up options. Discuss preferences with your event host and share ideas with the program coordinator. There is no guarantee that we can accommodate last minute requests or changes. **Set-up needs must be solidified with the program coordinator a minimum of six weeks before the event.**

### b) Technology and Accessories

A range of technology and accessories listed below are available to support your event. There is no guarantee that we can accommodate last minute requests or changes. **AV needs must be shared with the program coordinator a minimum of six weeks before the event.** The following AV equipment is available if requested in advance:

- PC computer or laptop connection for a PC or Mac
- LCD projector and screen
- Internet connection
- PowerPoint
- DVD / CD player
- Lectern
- Lectern light - must request electrical
- Step stool / Stage / Risers
- Microphone (podium, hand held, hands-free)
- Laser pointer, remote presentation mouse, audience response system (clickers)
- Easel, flip chart, whiteboard, markers, eraser

Sound check and technology assistance is required 30 minutes prior to event start time! This designated time allows UIS IT staff to assist with set up and problem solve sound, tech, or connection issues in advance.

### c) Book Sale / Signing Request

If you wish to sell books at your event, you must make these arrangements with the program coordinator. Unless you expect your event to draw a large audience from the general public, hosting a book sale at your event is not recommended. Students seldom buy books at Speaker Series events. If you do request your book to be sold at your event, note the UIS (Follett) Bookstore is the only authorized vendor permitted to sell books and other merchandise on the UIS campus. Per University policy, no external vendor can sell books or merchandise on the UIS campus. The current UIS contract with Follett states:

*The University of Illinois Springfield contract with Follett provides them with the exclusive rights, with respect to bookstores serving the University's Springfield campus, free from any alternative bookstore source endorsed, licensed or otherwise approved or supported by the University (whether on campus, by catalog or through electronic commerce, including hyperlinks to alternative sources) to buy, sell, distribute (including the right to select vendors) merchandise and services traditionally offered in college and university bookstores...*

If you want to sign books at your event, make arrangements with the program coordinator.

Book sale / signing requests along with book title and publisher must be shared with the program coordinator a minimum of eight weeks before the event to ensure book orders will arrive on time.

## **DAY OF EVENT**

All parties are expected to arrive at the venue a minimum of 30 minutes prior to event start time for set up and sound check

### **Importance of Timeliness**

It is unacceptable for dinner or social plans to interfere with / delay the set-up, sound check, and ultimately the start time of your event. To plan accordingly, off campus dinner reservations must be made well in advance of your confirmed event sound check. Preferably, dinner arrangements are scheduled after the event to eliminate conflicts.

**PLEASE** factor in the commute time and the time it takes to find a parking spot and walk to the venue when planning a pre-event social or meal. Allow plenty of time for presenter(s) to prepare and not be rushed.

### **Media Availability**

If media outlets choose to cover your event, you will be contacted by the program coordinator at the cell phone number provided. Media requests typically come at the last minute (depending on the news of the day) and require a quick turnaround, especially if reporters want to capture a highlight for the 5:00 pm or 6:00 pm news.

## **PAYMENT / REIMBURSEMENT**

Presenter must be established as a vendor in the University of Illinois system through completion of the Vendor Information form before payment can be administered. Paperwork for payment will be submitted after services are rendered. This process takes a while. Expect 6-8 weeks for your check to arrive in the mail.

## **EVENT CANCELLATION POLICIES**

Speaker Series reserves the right to cancel an event for non-compliance with stated deadlines or policies or blatant disrespect to Speaker Series staff or administration by any affiliates of the event.

As the proposer of the event, you are accountable for the actions of the individuals(s) you are bringing to campus. If presenter(s) are not responding to / providing required information to the Speaker Series Academic Program Coordinator by designated deadlines, this is grounds for cancelling your event.