Society of Research Administrators International
Speaker's Bureau

Developed by the Education and Professional Development Committee

The Society of Research Administrators International (SRAI) is often asked to provide specific training opportunities to organizations. In response to that growing demand, SRAI has created a Speaker's Bureau. The purpose of the bureau is to be able to respond quickly to opportunities that will benefit the Society and its members.

Members of the Speaker's Bureau will be called upon to provide a variety of training opportunities. They are expected to have extensive research management experience, to be subject matter experts, to have presented at regional and national conferences, and to have received exemplary reviews on past presentations and programmatic content.

Speaker's Bureau members will understand the broader picture of research management and how it fits within the specific customers' organization. They must have experience interacting with research faculty, review committees, government regulators, auditors and others associated with the field. They must also have served in a decision-making capacity so they can convey the true complexities of the job.

While SRAI will be prudent about planning ahead, Speaker's Bureau members may be asked to provide a program on very short notice.

Eligibility Criteria
SRAI will have an open call for applications and nominations for Speaker’s Bureau members. The Education and Professional Development Committee (EPDC) will make the selection of the members based on demonstrated experience and capabilities.

- It is required that the prospective Speaker's Bureau member hold a current (Full or Retired) membership in SRAI at the time of application and for the term of service.
- Speaker's Bureau members will be expected to serve a 3 year term which may be renewable upon application
- Speaker’s Bureau members will be selected by the EPDC

Benefits
Reasonable required travel costs will be covered by SRAI and the presenting Speaker's Bureau member may also receive an honorarium for his/her service. The honorarium will be determined by the SRAI Executive Office and will be dependent on the work provided and the specific project budget.

It should be recognized that there are substantial non-monetary benefits for those involved in delivering these programs; these include the opportunity to:

- have a broader impact on the field of research and research management
- co-present with nationally recognized subject matter experts
- benchmark operational procedures and policies
- gain new perspectives on issues in research management
- network and learn from others in the field
- travel
Expectations
Prior to each program delivery, speakers are expected to do the following:

• Coordinate with the SRAI Executive Office for assignments to a specific offering. Remain in contact with the Staff Coordinator throughout the planning process and respond within the requested timeline. Once confirmed, meet the obligation with the exception of unexpected emergencies.

• Participate in a pre-meeting conference call facilitated by the Executive Office. The call will include a discussion of logistics, team assignments, the materials and any other questions the faculty might have at that point.

• Review all slides, case studies and reference material if a program has already been developed. If a presentation has not been developed, participate in developing it. Questions about the materials should be noted for discussion during the aforementioned conference call.

• Provide a professional photo and bio to include on the web site and in the program book.

• Sign Speakers Agreement, Speaker's release Form, Conflict of Interest and/or any other business disclosures as necessary.

At the program, speakers are expected to:

• Arrive at the hotel on time, typically the afternoon or evening before the presentation is scheduled.

• Dress appropriately in business attire.

• Arrive to the session early to be able to interact with participants. Be focused and engaged in the program, contribute throughout the session and interact professionally with other faculty and the attendees.

• Know the audience. Review the participant list with titles and organization names provided to you by SRAI Executive Office prior to the meeting. When possible, adapt your presentation to the interest and level of the audience. Encourage audience participation, leaving plenty of time for Q&A following your presentation.

• Participate in post-session questions from participants. Be prepared to respond promptly to questions from the participants that may occur after the program is completed.

• Stay engaged and participate in related activities as needed.

After the program, speakers are expected to:

• Participate in a post-meeting conference call within three weeks following the program to discuss opportunities for improvement for future offerings.

• Complete a post-meeting evaluation survey of the program within two weeks.

• Review all program evaluations submitted by participants paying particular attention to speaker feedback.

For projects/programs with multiple speakers, a Program Chair will be identified by the EPDC Chair(s). A Program Chair responsibilities include:

• With the assistance of the Executive Office, arrange pre- and post-program conference calls.

• Engage participating speakers and distribute workload.

• Be primary lead/facilitator for the overall program.

• Review and approve all slides, case studies and reference materials.

• Introduce participating speakers. If not on-site, assign another speaker this responsibility.

• Serve as mentor to new faculty.

• Solicit and provide peer feedback for speakers.

• Also meet speaker responsibilities.
Logistics and other Frequently Asked Questions:

What if a scheduling conflict arises and I cannot teach a session I am committed to?
Please contact your SRAI Executive staff person immediately. They will coordinate with the Program Chair and EPDC Chair to find a replacement.

Who handles on-site logistics and questions?
For all theme meetings, an SRAI Executive Office staff contact will be on-site to handle logistics. They will be the point of contact to the facility/hotel to ensure the room is set correctly, confirm AV is working throughout the day, coordinate any breaks and meals, and manage attendee check-in and logistical questions.
For Roadshows, if an SRAI Executive Office staff representative is not present, you will be informed of the Host Organization on-site representative.

How is the room set for the program?
For theme meetings and roadshows, SRA International typically sets a room in crescent rounds, with no more than six people to a table; however, due to space restrictions this may vary. Additionally, there is a head table for the speakers. Audio Visual is pre-set in the meeting room and consists of a laptop, LCD projector, wireless remote to advance slides, and two wireless lavaliere mics.

Speakers may inform their SRAI Executive Office staff contact if they have a preferred seating style or specific audio visual requests. They need to notify the Executive Office one month in advance. Requests cannot be guaranteed.

Who books my travel and hotel room?
The SRAI Executive Office staff contact will provide you with detailed travel and expense reimbursement instructions once your participation is confirmed.