

SRA International Speaker Guideline Information

Overview

1. As a Speaker presenting on behalf of SRA International, I will abide by SRA International's Code of Ethics (<http://srainternational.org/about-sra-international/sra-code-of-ethics>).
2. Speakers shall provide a brief summary of professional experiences and organizational affiliations upon the request of an SRA International representative or any participant attending his or her session, workshop or seminar.
3. Speakers shall agree not to explicitly support or endorse any commercial organization, product or service during any SRA International session or workshop which may result in a real or perceived conflict of interest.
4. Speakers understand that evaluations of their session or workshop may be distributed among session or workshop participants, analyzed by SRA International representatives or committee members, and reported to the Board of Directors.
5. Speakers may be asked to sign a form, giving SRA International permission to tape their session or workshop.

Guidelines

Speakers, as selected representatives of their profession, are expected to adhere to basic professional facilitation behaviors when sharing their expertise. Ideally, each speaker will:

- I.** Begin and end on time.
- II.** Have clearly-stated session or workshop objectives - these should be presented to the audience at the beginning of the session or workshop.
- III.** Use instructional approaches that are well-suited to accomplishing the session or workshop's objectives (e.g. role playing can be an effective method for demonstrating negotiating skills).
- IV.** Make optimal use of audio and/or visual resources appropriate to the level and intensity of the session or workshop.
- V.** Strive to obtain or facilitate significant demonstrable learning outcomes.
- VI.** Be responsible for assuring that the session or workshop is consistent with the program description.
- VII.** Be available to answer questions following the session or workshop.
- VIII.** The Speaker is solely responsible for any copyright clearance or permissions required for Speaker's materials; and for payment of royalty fees, and/or dramatic rights and dramatic musical works and/or performance fees, and similar costs.
- IX.** Unless notified in advance of restrictions or prohibitions that apply to Speaker Materials, SRA International will post Speaker materials for public viewing and downloading without charge or restriction. Any restriction or prohibition on posting should be prominently displayed on every page of any Speaker Materials Details and manner of speech are under the control of the Speaker. However, the Society has the right to direct the Speaker to discontinue any activity constituting violation of Society policy, as well as any federal, state, or local laws. SRA International complies with and asks the Speaker to comply with all laws concerning prohibitions on discrimination based on age, race, religion, color, handicap, sex, physical condition, disability, sexual orientation, or natural origin.

Reviews and Evaluations of Speakers

Attendees and others will evaluate speakers in connection with their presentations. Some of these reviews may be anonymous or confidential. SRA International does not censor any reviews and neither endorses or opposes the views expressed by any reviewer.

These reviews will be shared with others within SRA International including other members who are involved in planning SRA International programs. Speakers may respond to any reviews, but should recognize that attendees and others may express views which:

- I.** Are not expressed in appropriate terms;
- II.** Use inappropriate or incorrect labels for the content or source of the information provided by the Speaker
- III.** Are otherwise offensive or improper in the opinion of the Speaker or others.

SRA will not facilitate, condone, or participate in any way in any dispute arising over the content or character of any comments made by any reviewer, known or anonymous, and reserves the right to maintain the anonymity of any reviewer.



Society of Research Administrators International

Agreements and Releases

Please sign below to indicate your agreement to the Board of Directors approved SRA International Speaker Guidelines. Per the Board's directive, agreement must be received by SRA International in writing in order to participate in any SRA International event.

I have received, read and agree to adhere to the guidelines.

I agree to limit my presentation information and materials to those directly relevant to the session topic, and will not promote in a commercial way my products or services or the products or services of any organization.

Print Name

Signature

Date