

Outside Campus Speaker Policy and Rules for Student-Lead Events

(Revised February 8, 2024)

Speaker Portion

Read the following policy and rules information and initial that you understand and agree with the guidelines. If you have any questions or concerns, please contact the Department of Student Affairs at:

Parker University- Student Affairs

2540 Walnut Hill LN

Dallas, TX 75229

Coordinator of Student Engagement

Alexandra Harrel

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(972) 438-6932 x7154

Student Organization Handbook Policy Statement

Student organizations and clubs may invite outside speakers, subject to the approval of the university, for meetings, workshops or seminars sponsored by student organizations, clubs and cohorts. A completed Outside Speaker Approval Packet consisting of the items below must be submitted for approval, at least **10 working days** prior to the event for non-Adjusting speakers (in-person or virtually) originating in Texas or out-of-state. Adjusting speakers originating in and/or licensed in the state of Texas must submit below for approval **10 working days** prior to the event. Adjusting out-of-state speakers must submit below for approval **30 total days prior** to the event. Out-of-state speakers who wish to adjust as part of their presentation will be required to submit a temporary license to adjust prior to their presentation.

Applications will not be accepted less than the required deadlines listed above. A complete application consists of:

- Signed and dated Guest Speaker Agreement and Application Form
- Presentation outline
- Updated Curriculum Vitae (CV) or résumé
- Materials such as PowerPoint, handouts, Supply List, etc. (optional)
- (if demonstrating adjusting) a video presentation of each adjustment you will be demonstrating

(All components of the application must be turned in before submitting it for approval. Incomplete applications will not be accepted.)

Administrative Rules

The Parker University Student Clubs and Organizations speakers are expected to adhere to the following rules.

- **CREDENTIALS.** Speakers who present in any capacity for Parker University Clubs, Organizations and/or cohorts must have and submit to the University a complete and up-to-date current curriculum vitae or resume and an outline of the presentation (s) and/or seminar series to be presented.

- TRAVEL. Student organizations, clubs and cohorts may reimburse speakers for airfare, when appropriate documentation is provided to the Dean of Student Affairs and Coordinator of Student Engagement may be reimbursed by the student organization, club and/or cohort for reasonable expenses of handouts and supplies. The University will not be responsible for any reimbursement to speakers.
- EXPENSES. Speakers may not receive a speaker's fee. Speakers may be reimbursed by the student organization, club and/or cohort for reasonable expenses of handouts and supplies. The University will not be responsible for any reimbursement to speakers.
- ARRIVAL TIME. Speakers are to arrive at the speaking location at least 20 minutes prior to the beginning of the scheduled event time.
- ATTIRE. Appropriate professional attire is expected.
- LANGUAGE. Appropriate and professional language is expected.
- CANCELLATION. Any speaker wishing to cancel must provide 10 business days' notice prior to the scheduled date of the event.
- SPEAKER PRESENTATION CONTENT. All speaker presentations must:
 - Be **informational** and **not** promotional. Invited speakers are not allowed to distribute promotional material nor sell programs, events, products, or services. No selling will be tolerated.
 - Support and align with the educational Mission of the University and its Tenets, Educational Principles, Philosophy Statement, and any other official guiding principles of the University.
 - Be presented in a manner that complies with the University's policies, as well as local, state and federal laws.
- NO SOLICITATION. Invited speakers are not allowed, at any time, to distribute promotional material nor sell programs, events, products, or services. Speakers may also not solicit the audience for a mailing list. No selling will be tolerated.
- RESPECT FOR THE UNIVERSITY AND UNIVERSITY PROGRAMS. As a speaker co-sponsored by a student club, organization and/or cohort affiliated in any way with Parker University each speaker agrees that they will not depreciate or demean any technique, method of practice, or philosophy, and that they will not make any derogatory remarks about any university, college, organization, individual, or other profession and/or seek to create controversy. Speakers will not represent another college or university in an attempt to recruit current or future students nor solicit funds for another institution.
- CAMPAIGNING. Speakers will not engage in any political campaigning on the Parker University campus. Speakers may encourage students to vote in an election but shall not ask them to vote for (or against) a particular candidate or proposition.
- SPEAKER ENDORSEMENT. The provision by the University of a forum for speaker presentations in no way implies University approval or endorsement of the views expressed by the invited speaker.
- LIABILITY. In the event that any claim or suit is brought against Parker University due to action representations, or behaviors of the Speaker, the Speaker shall pay for legal counsel chosen by Parker University to defend against same. It is agreed and understood that any opinions expressed by the speaker, orally or in writing, are their own and not those of Parker University.

- **DRUG AND ALCOHOL USE.** No speaker shall engage in the use, possession, or distribution of illegal or recreational drugs or alcohol before or during a seminar, or in any time frame that might affect the seminar presentation or the speaker's ability to perform their speaker services.
- **SEXUAL OR OTHER UNLAWFUL HARASSMENT/DISCRIMINATION.** Sexual or other unlawful harassment or discrimination is not tolerated in any capacity.
- **ADJUSTING POLICY.** Presentations that are oriented toward adjusting and technique information are to utilize set-ups demonstration only. **The student organization advisor and additional faculty must be present.** Speaker must obtain a temporary Texas license if traveling and/or licensed from out of state. All techniques shown/practiced must fall under Parker University curriculum. **Speakers cannot demonstrate adjustments that have not received prior approval.**
- **AUDIOVISUAL.** The Speaker is always responsible for bringing their own laptop. Speakers may use the A/V equipment provided in each classroom. All presentations, both virtual and in person, will be recorded for review.
- **VIOLATION OF THE AGREEMENT.** Should an outside speaker or organization break the speaker agreement or solicitation policy, the club, organization and/or cohort will be subject to sanctions determined by the Dean of Student Affairs and Coordinator of Student Engagement. Violation of this policy may result in the suspension of the student organization/club and/or disciplinary action against its President and/or disciplinary action against the cohort President, if applicable. Additionally, the speaker or organization's approval to speak may be revoked and future opportunities denied.
- **ADVISOR'S RESPONSIBILITY.** Student organization advisors **must** be present during an outside speaker's presentation to a club or organization to ensure that all policies and procedures laid out in the speaker agreement or by the committee are being followed.

Please sign to acknowledge understanding and affirm that you will comply with the above guidelines and policies pertaining to our Student-Lead Events.

Speaker Printed Name

Speaker Signature

Date

Speakers, please continue your application on the next page.

Speaker Application & Contract

Speaker Name: _____

Date Speaker will be on campus: _____ Time frame speaker will be on campus: _____

Organization/Class hosting speaker: _____

Are all your licenses in good standing? ☐ Yes ☐ No ☐ N/A License #: _____

Will you be adjusting? ☐ Yes* ☐ No If so, what technique? _____

*If adjusting, please make sure to submit video demonstrations of each technique for review.

State where licensed (if applicable): _____

Have you been, currently are, or in the process of becoming a member of another college or university's employee or representative, including, but not limited to faculty, staff, administration, or governing board? ☐ Yes ☐ No

If so, please provide dates, position, and roles and responsibilities. _____

Have you been, currently are, or in the process of becoming associated with a third-party vendor, including, but not limited to seminar company, continuing education provider, coaching program, practice management group? ☐ Yes ☐ No

If so, please provide dates, position, and roles and responsibilities. _____

Has any state, province, or country ever taken action against any of your licenses?

☐ Yes ☐ No

If yes, please explain. _____

Speakers, please continue your application on the next page.

Proposed Presentation and Outline Form

Topic of Presentation (what will you be discussing):

Please submit your Presentation Outline as a separate document.

General Objectives and Learning Outcomes of Presentation (what will students learn at the end of your presentation):

Please submit any available materials (i.e., PowerPoint, Handouts, Supplies List, and/or Links to Videos or other Resources-websites) that will be used during your presentation.

Please provide the links here: _____

By signing below, I certify that the information presented in my documentation is accurate. I recognize that failure to uphold the policies and guidelines presented in this document will result in disciplinary action for the student group hosting me on campus as well as revocation on my speaker approval, if it is granted.

Please note the Department of Student Affairs will not accept applications until the cv/resume, presentation outline, and all signatures have been collected

I (the invited speaker) have also submitted my:

☐ CV/Resume ☐ Presentation Outline

☐ Materials (optional) ☐ Video Demonstration (if adjusting)

Speaker Signature

Date

Student Organization/Club/Cohort Portion
(To be completed by an officer or representative of the student group)

Speaker Name: _____

Check that you have received all required documentation from your speaker:

- ☐ CV or Resume ☐ Presentation Outline ☐ Completed Application and Contract
☐ (if adjusting) Video Demonstrations

Please indicate the Topic Title and why your student group would like to bring this specific speaker on campus:

Student Organization Officer Printed Name

Date

Student Organization Officer Signature

Advisor Portion

I acknowledge that I have seen the information provided by the student group and above-named speaker. I understand that it is my responsibility to be present during the speaker's presentation and interactions with the student group should the speaker be approved. If I am unable to be present, an appropriate designate may be selected by me and must act in my absence.

Advisor Printed Name

Date

Advisor Signature