

## **Global Alumni Network Penn Speakers Guidelines**

In order to manage the multiple speaker requests for Penn faculty and administrators from Penn Alumni clubs around the world, this document provides framework for the partnership between the Global Alumni Network and Regional Alumni Clubs, setting out expectations in fulfilling speaker requests.

### **What Alumni Relations Requires of your Club:**

- Request for speaker must be submitted to Alumni Relations a minimum of 3 months in advance of your event via a completed speaker request form
- Provide AR your preliminary RSVP list 2 weeks in advance (so AR and the club can determine if additional marketing and promotion is necessary)
- 30 people minimum attendance at the event
- Send us a copy of sign-in sheet/attendance list from the event
- Provide one-night overnight accommodations for speaker
- Complete a feedback form/survey about the event
- A completed Partners with Penn form from the prior year must be on file/submitted to the GAN team in order to receive a speaker
- Include/copy your GAN liaison in all marketing communications (emails, mailings, website updates, etc)
- If the club is communicating directly with the speaker, copy your GAN liaison on all communications between the club and the speaker

### **What Alumni Relations will Provide:**

- A faculty member or administrator from Penn to speak to your club/group once each year
- Transportation expenses to/from your club/group
- Meals and incidentals for the speaker (except those meals with local club members, which are for the club's account)
- Broadcast E-mail to all alumni in your region
- Resource packet/tips for planning your event
- Briefing document for speakers outlining event format, key attendees (important alumni guests) and attendance lists

\*Please note: the GAN team reserves the right to modify what it can provide clubs/groups if the above expectations are not met. This will be determined on a case-by-case basis.

AR = Alumni Relations

GAN = Global Alumni Network