We are so grateful for your interest in being a speaker and sharing your expertise with our faculty and staff. Here are a few guidelines and tips to help the experience go smoothly! We look forward to having you on our “team” to help our UC faculty and staff Be Well. Thank You!

- **Proposal for addition to the Speaker’s Bureau**
  - Please submit the following items at least one month prior to session date:
    - Presenter name & short bio (2-3 sentences)
    - Session name & description (2-3 sentences)
    - Resources needed (including A/V, size/set up of room, etc.)
    - Your scheduling preference – you can request specific days/times/location(s) (campus preference) or provide general availability (e.g., I am open Wednesdays until December 2015)

- **Follow-up Confirmation**
  - You’ll receive notification that your session proposal has been received. We will contact you with any questions we may have.
  - When a date, time and location for your session has been secured, we will contact you to confirm prior to adding it to any calendar or marketing materials.
  - Once we have received confirmation, sessions will be added to the calendar and web for you to share with your colleagues and friends.

- **Materials**
  - We ask that you submit all materials at least one week prior to session date so Be Well UC/university branding can be added when possible and copies can be made (as needed). With permission, we’d like to post session materials online for anyone unable to attend live.
  - Recommended font sizes are 18 to 48 point so they are easy to read in any room.
  - Please anticipate a diverse audience and present in a way that is inclusive to all.

- **Session Day**
  - Arrive at least 15 minutes prior to the start of your session. If there is any concern you will be arriving late or not arriving at all, please contact the Wellness Coordinator directly via phone (513-556-3729) or email (Ashley.varol@uc.edu).
  - Plan to start and end on time as published.
  - We ask that 5-10 minutes of your presentation time be reserved for questions.
  - Note – we are not able to reimburse for parking – if you need help finding a place to park near your presentation location, please let us know and we can provide recommendations.

Please Note: The purpose of our lunch and learn presentations is to educate and are not an opportunity to advertise an individual company, to solicit business or donations. Per UC policy, we are also not permitted to provide food or any giveaways over a nominal value. We welcome speaker applications from non-profit organizations and our vendor partners and will follow up with any questions.