



Embroiderers' Association of Canada, Inc.  
Association canadienne de broderie, Inc.

# Speaker Policy

## Purpose and Scope

EAC/ACB values the opportunities presented by internal and external speakers for members and the public to further its Purpose:

- To encourage and promote the practice and knowledge of the Art of Embroidery in all its forms.
- To have a fellowship of persons who enjoy needlework and wish to learn and share their knowledge and thereby to work towards maintaining higher standards of design, colour and workmanship.

The Speaker Series Coordinator will conduct an expression of interest annually to seek lecturers and speakers to present at virtual and in-person events. The schedule will consist of a minimum of four lectures per fiscal year and up to seven lectures per fiscal year.

The intention is to cover a broad range of subjects that appeal to members. Virtual presentations will be offered periodically at suitable times to capture the availability of members across Canada.

These events will be offered free of charge to members and could be offered as a paid event to non-members.

## Presentations

All presentations require the following to be submitted for consideration and to allow for appropriate promotion of the event:

- Topic of presentation and summary of material to be covered.
- Title of presentation.
- A written biography of the speaker and photos to be used for promotion purposes.

Most presentations will be between 45 and 90 minutes, plus an allowance of 30 minutes for questions from the attendees.

All presentations must have a visual component, which can be in an application such as PowerPoint, videos, and/or photos. If presenting in person, sharing physical items is also possible.

These presentations will not be recorded.

Photographs provided by the presenter or taken during the presentation can be used for advertising across media platforms and post-presentation articles and reports.

## **Equipment and Facilities**

EAC/ACB will provide all facilities for:

**Virtual** – The virtual meeting platform and EAC/ACB representatives to assist with the technical aspects of the presentation and question period.

**In-Person** – All audio-visual equipment, podium, microphone, and display tables.

## **Compensation**

EAC/ACB will pay an engagement fee to individuals, associations or other organizations for guest lectures and speaking engagements. The presenter will set the fee. The coordinator will determine if the proposed fee is affordable and can be accommodated within the fiscal year's budget constraints. Any amount that exceeds CA\$400 will require approval from the Board.

Any other fees, such as transaction fees, are the responsibility of the guest lecturer/speaker.

Guest lecturer/speaker fees will be paid electronically using the current EAC/ACB payment system. To receive payment, guest lecturers/speakers will provide banking information as requested by the Treasurer. For guest lecturers/speakers living outside of Canada, a PayPal invoice will be required.

Any reasonable travel expenses incurred by the guest lecturer/speaker will be reimbursed based on EAC/ACB's current rate per kilometre. Parking costs will also be reimbursed. Travel expenses will be discussed and approved with the EAC/ACB representative engaging the guest lecturer/speaker.

Every attempt will be made to ensure that payment/reimbursement is processed and paid on the next regularly scheduled payment run.