



## **Speakers Bureau Guidelines For State and Local Alliance Leaders**

Approval for Speakers Bureau requests require that you:

- Submit your request via the official form to the AMA Alliance office as soon as possible prior to the event (2 months prior notice is optimal).
- Alliance officers, directors and other national leaders cannot authorize a Speakers Bureau assignment. Please do not make arrangements directly with the national leaders.
- The requesting state or local leaders will receive a confirmation email from the attending officer once the form has been received.
- Only one visit to each state per year can be authorized, but every effort will be made to grant each state one visit, if the budget permits.
- Speakers for each visit will be assigned by the President in consultation with the Board of Directors as appropriate.
- **Note:** State and local alliances may also request a national leader to participate in a state or local board meeting or conference via electronic means.

### **The national AMA Alliance will be responsible for:**

- Speaker's airfare, one night of hotel expenses, ground transportation and non-meeting meals.
- The assigned speaker will personally make the hotel reservations or request confirmation if the state or local Alliance makes the reservation on behalf of the speaker.

### **The requesting state or local alliance will be responsible for:**

- Speaker's lodging expenses for any additional nights after the first night. If additional nights are requested and authorized, the state or local Alliance must make payment arrangements with the national leader.
- Speaker's registration fees and/or meals included as part of the meeting functions.
- The assigned speaker may require electronic equipment and will work with the state or local alliance host to make the appropriate arrangements.
- If you have any questions or need clarification, please contact the office at 1-800-549-4619 or [amaallianceinfo@gmail.com](mailto:amaallianceinfo@gmail.com).