Speakers Bureau Guidelines
for State and Local Alliance Leaders

Approval for Speakers Bureau requests requires that you:

• Submit your request to the AMA Alliance headquarters office by September 1st.
• 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 leader will receive a confirmation email from the headquarters staff.
• 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 Executive Committee as appropriate.
• **Note:** State and local Alliances may also request a national leader to participate in a state/local board meeting or conference via conference call.

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 hotel prior to check-in.
• 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 800-549-4619 or admin@amaalliance.org.