

Faculty Outreach Step by Step Handout

There are three documents available for download.

1. Faculty Invitation
2. Faculty Confirmation & Request for Documents
3. Faculty Thank You Letter

The first is a letter to invite faculty. This is usually attached to an email that is personalized to the individual and includes the topic that the speaker is being asked to present on.

The second is less formal: this is an example of an email that can be sent to speakers requesting the necessary speaker paperwork that needs to be completed (with attached paperwork).

The third is a follow up thank you letter chapters can send to presenters - which should also be personalized.

Please see below an example of a standard process that can be used to send out calendar invites to speakers.

1. Send a calendar invite for the day of the event. In the comments include **Location, Information on Parking and Public transportation, Agenda, her contact information, and a reminder to arrive at least 15 minutes prior to their talk.**
2. Send calendar invite 'reminders' at 2 weeks, 1 week, and 1 day. Each reminder email would have a message.
3. 3 weeks prior to the event: remind speaker to return their speaker bio, speaker disclosure, and W9 if you are offering an honorarium
4. 2 weeks prior to the event: remind faculty to make sure schedules are clear and that there are no conflicts with speaking engagement. If speaker is creating their own content, remind them of upcoming slide deck due date.
5. 1 week prior: If speaker is creating their own content, include a reminder that slide deck is due (usually asked for it that day or the following day)
6. 1 day prior: Include a message to state that you are forward to seeing them the following day. Make sure to provide your phone number and contact information if needed.