



VANIER COLLEGE

Faculty Guidelines for College-Wide Guest Speakers

1. Faculty who invite speakers for activities open to the wider college community must inform the appropriate Faculty Dean in writing at least two weeks prior to advertising the event.
2. The faculty or committee inviting a guest speaker or panel of speakers should provide a chairperson or moderator for the event.
3. If there is any expectation of a speaker fee for the event, approval for funding from the appropriate source must be obtained ten days in advance.
4. All external advertising must be channeled through the Vanier Communications Office.
5. Faculty is reminded that individuals or groups may not use the College's name in outside publicity or for solicitation purposes without the approval of the Secretary General.
6. For events with multiple speakers only one form is needed with an attached list of proposed speakers.
7. In exceptional circumstances, primarily where safety or the reputation of the college is an issue, the Faculty Dean, in consultation with the Academic Dean may refuse to allow a particular speaker on campus. The reasons for the refusal will be given in writing. Such a decision may be appealed to the Director General. As part of the appeal process, any party may request that the Academic Council make a recommendation to the College on the case.

VANIER COLLEGE FACULTY REQUEST FORM FOR COLLEGEWIDE EVENTS



FACULTY INFORMATION	Teacher: _____ Department: _____ Phone: _____ Email: _____
CO- SPONSOR	_____ (Please indicate source of funding)
EVENT DETAILS	Name of Guest Speaker: _____ Proposed Date: _____ Time: _____ Proposed Location: _____ Topic: _____ Biographical information (include separate sheet if required): _____ Honarium / Fee Requested (if applicable): _____ Event is open to: <input type="checkbox"/> Vanier College Community <input type="checkbox"/> General Public Date submitted: _____ Signature of Originator: _____
ACKNOWLEDGEMENT OF NOTIFICATION	Signature of: Faculty Dean: _____ Date: _____
REMINDERS	<ul style="list-style-type: none"> <input type="checkbox"/> Request for use of facilities made and confirmation received <input type="checkbox"/> Work Requisition form (where necessary) <input type="checkbox"/> Service Contract (where necessary) <input type="checkbox"/> Parking Pass (request at least 24hrs in advance) <input type="checkbox"/> Security – Please let security know if a speaker will be coming to the front entrance & where they should be directed to from there. If you are expecting a large audience (70+) please inform security. <input type="checkbox"/> Publicity –Contact the Vanier Communications Office for external publicity. Please remember to get approval for scheduling and to reserve the space needed before publicizing your event. <input type="checkbox"/> Postings – Posters, flyers, banners, etc. must be stamped by Student Services and follow Posting Policy regulations. Student Services can also help you put your publicity up throughout the college. <input type="checkbox"/> Final Thought - Where the proposed subject is controversial, it is suggested that the format of fair debate between two or more qualified speakers with the support of a neutral moderator be encouraged.

**Copy - Faculty - Faculty Dean - Vanier Communications Office -
Academic Dean**