The INFORMS Speakers Program pays for the speaker’s travel to your location (airfare, mileage, Uber, etc.). The speaker should submit receipts to INFORMS staff. The host chapter is asked to pay for any local expenses, if possible (such as a hotel stay and meals). If your chapter is not able to cover those costs, let us know. Additional funding may be available on a case-by-case basis.

### 3+ MONTHS PRIOR TO YOUR EVENT
- Make your requests early. Schedules fill up quickly!
- Use the Find a Speaker page to search for someone right for your event.
- Submit the online request form. Staff will follow up with you and contact your first-choice speaker.
- If your first choice is unavailable, staff will contact a second choice, then third.
- When a speaker replies that they are available, staff will contact you and put you in touch with him or her.
- Schedule an initial phone call to make sure the speaker is the right “fit” for the event you’re planning.

### 1 MONTH PRIOR TO YOUR EVENT
- Make sure the speaker understands your goals for their presentation. Be clear about the topic you would like the speaker to talk about. Tell him or her about the audience. What level of expertise will they have on this topic? Should the presentation be a high-level overview or a detailed breakdown?
- Ask whether there are specific people at your university or company that the speaker would like to meet with.
- Confirm with the speaker the exact date, time, and place of their presentation. Make sure they have a hotel reservation, if they will need to stay overnight.
- Promote your event! Use whatever method will best reach your audience – email, social media, flyers, INFORMS Connect, etc.

### THE WEEK OF YOUR EVENT
- Consider including one-on-one time with chapter members in the speaker’s agenda. Beyond a group presentation, a speaker visit is a great chance to build professional relationships. Have your questions ready!
- Send the speaker a detailed agenda of the visit, including their presentation as well as any additional meetings, meals, or receptions that are scheduled.
- Send the speaker the address of the venue if they are driving. If someone will pick them up from the airport, make those arrangements now.
- Send and/or post reminders about the event to your audience.

### THE DAY OF YOUR EVENT
- Designate one volunteer to welcome the speaker and show him or her around.
- Make introductions to any key people that the speaker will be meeting.
- If there is any equipment or technology needed for the presentation, make sure the speaker has time to test it prior to the presentation.
- Take the speaker out to lunch or dinner.

### POST-EVENT
- Thank the speaker in writing for sharing their expertise.
- Watch for INFORMS staff to send a post-event evaluation. Be sure to complete and submit the evaluation. We welcome your feedback!

For more information or questions, please contact:
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