How is the Speaker Series Planned?

The Speaker Series Committee meets weekly to work on planning throughout the year. Here’s a snapshot of our process.

1. **A speaker nomination comes to us from faculty, a student, staff, or the dean; via an email, our website intake form, social media, or word of mouth.**

2. The committee reviews incoming nominations, and indexes them by topic and alignment with the school’s strategic plan.

3. After discussion and confirmation that the nominee meets our criteria (including cost of travel), the committee sends a form letter invitation by email.

4. The committee awaits a response from the nominee; this can take anywhere from one week to one year.

5. The committee reviews speakers who are already confirmed, identifying where there may be available dates.

6. The committee reviews speakers who are already confirmed, identifying where there may be gaps in topic programming. We look at topic, area of study as related to our programs, alignment with our school’s strategic plan, and speaker diversity.

7. Feedback from our recent survey of series attendees noted a desire for more diverse speakers. We define diversity as race and ethnicity, gender, age, sexual orientation and gender identity or expression, physical ability, religion, geographic origin and language background, and socioeconomic status.

8. Nominee confirms date.

9. The committee sends a form letter invitation with options for 2-3 specific dates by email.

10. The committee awaits a response from the nominee. This can take anywhere from one week to several months. During this time we hold the dates we have offered the nominee.

11. The committee adds an official speaker date to calendar, solicits talk title and other information from confirmed speaker.

The Speaker Series Committee solicits speaker suggestions before each event, in emails about Speaker Series, and on the School’s social media channels throughout the year. We count on YOU to help us create the Speaker Series YOU want to see! You can participate and collaborate with us in a number of ways. If you’re interested in learning more, please drop us a line, or submit your speaker suggestions at bit.ly/series-feedback.