

Invited Speaker Committee Charge

Date Adopted: 7/1/2019
Next Review Date: 1/1/2022



Responsibilities

- **Purpose:** Choose and secure a keynote speaker for the SABER national meeting
- **Duties:** propose, review, choose and host speaker
 - Create a list of possible speakers by surveying SABER community
 - Discuss with committee the top possible speakers, deciding ahead of time if there is a theme to the possible candidates. Select top 3, vote, vote again as needed until agreed.
 - Confirm honorarium with treasurer (\$500-\$1000) prior to inviting speaker.
 - Confirm schedule with meeting planner: usually keynote talk opens meeting (thus far, Friday at 1 pm).
 - Offer speaker free attendance at SABER meeting if they wish to stay.
 - Inform speaker we pay registration, airfare, hotel, meals and ground transportation for their participation, along with the honorarium.
 - Send name of speaker to meeting coordinator so they can book their hotel room.
 - Speaker books own flight and registers (but doesn't pay).
 - If possible, announce speaker when the call for abstracts go out, so that people may plan to come if really like speaker.
 - 1 month out: ask for title of talk and brief bio for introduction.
 - 1 week out: contact to confirm where/when to meet upon arrival.
 - At meeting: Confirm speaker has arrived; introduce the speaker at opening, and get receipts and expenses from speaker and submit for reimbursement. Help orient speaker if first time at SABER.

Accountability

- National Meeting Committee Chair, Executive Committee

Membership

- **Number of Regular Members:** 5 (4 members and 1 chair)
- **Determination:** voluntary
- **Ex officio Members:** none
- **Non-voting Members:** none
- **Term of Service:** 2 year term
- **Chair:** voluntary or appointed