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Oakland County Employment Diversity Council

## Speaker's Bureau Guidelines

As a resource to organizations and businesses who are interested in enhancing diversity, inclusion and cultural literacy among their employees, the Oakland County Employment Diversity Council has created a Speaker's Bureau. The individuals listed are willing to come to your organization to provide dynamic, interactive, positive presentations to your staff. To arrange for one of these individuals to speak at your organization, please go to our website located at [www.ocado.net](http://www.ocado.net) find Speaker's Bureau link/page. Contact information for each speaker is provided so you can contact the person directly. If you have any questions or comments, call Frank Russell at 248-858-5204 or email [russellf@ocado.net](mailto:russellf@ocado.net)

To become a member of the OCEDC Speaker's Bureau, please send completed Speakers Application Form (located on our website at [www.ocado.net](http://www.ocado.net)) to Frank Russell **OCEDC PR/Marketing Chair** – 2100 Pontiac Lake Road – Executive Office Building 41 West Waterford, MI 48328, or fax to 248-975-9742, or email to [russellf@ocado.net](mailto:russellf@ocado.net). If you have questions please call Frank Russell at 248-858-5204.

1. **Location:** The Speaker's Bureau will reside on the [ocado.net](http://ocado.net) website.
2. **Qualifications:** Speaker's must address issues in the workplace, hiring processes, legal process, or other issues that are strictly related to diversity and inclusion.
3. **Inclusion:** The list will include all speakers approved by the OCEDC board of directors and the education committee.
4. **Information:** The Speaker's Bureau will consist of contact information for approved speakers. This will include the speaker's name, number, email address or contact form (which would be preferred), and a live link to their website.
5. **Disclaimer:** The webpage will have a bolded disclaimer that the "Speakers listed here offer workshops, keynotes, and seminars focused on diversity and inclusion issues. The OCEDC offers this listing as a service to promote diversity issues. Speakers do not necessarily represent the views or opinions of the OCEDC nor do they speak on behalf of the OCEDC."
6. **Order:** Names will not be kept in alphabetical order. It will operate in the same manner as a parade: newest listings always at the bottom.

7. **Expense:** The service is designed to generate funds for the OCEDC to offset website expenses or to supplement the general fund or to offset the expenses of the monthly education forum. Here is a summary of the recommended expenses.
  - a. Board members, past and present pay no fees for an enhanced listing (see below) as this is our gratitude for their service.
  - b. All speakers at our Monthly Education Forum or other event (except Job Expo) will receive a complimentary 3 month listing. Should they desire to continue the listing, they will pay the normal fees.
  - c. A fee of \$100 per year for a basic listing.
  - d. An enhanced listing will include a photo of the speaker and their name in bold. The fee for an enhanced listing is \$150 per year.
  - e. Up to five speakers can purchase a “line jumper pass” by paying \$500 per year to be listed as one of the top five. The five line jumpers will be listed with the first line jumper at the top, the second to purchase a line jumper pass in position two, and on through position 5.
8. **Cycle:** To minimize accounting and website work, the charges will apply to a calendar year. Anyone purchasing a first time listing in the first quarter will pay the full annual fee. During the second and third quarter they will pay half price, and during the last quarter they will simply pay upfront for the following year.
9. **Expulsion:** The OCEDC reserves the right to remove any speaker. The decision is at the sole discretion of the OCEDC Board. A pro-rated refund will be provided based on 1/12 of the annual fee for each month remaining in the year.

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