



Community Wide Shura Conference

2620 Bragg Boulevard, Suite D
Fayetteville, North Carolina 28303
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SPEAKERS BUREAU

Presenter Agreement & Program Guidelines

This program and its guidelines are subject to change at the discretion of CWSC, Inc. Modifications will be published on the CWSC website.

I wish to participate as a guest lecturer or speaker in the CWSC Speakers Bureau Program. I agree and understand:

1. To participate, I must [register](#) as a consultant in the CWSC database and agree with all registration terms and conditions and acknowledge the terms and conditions extend to my participation in the Speakers Bureau, except I may receive compensation from a hosting organization as a guest lecturer or speaker in accordance with the CWSC honorarium agreement.
2. Prospective speakers should fully acquaint themselves with the goals and objectives of the Speakers Bureau as part and parcel of the overall mission and vision for CWSC.
3. All presentations and lectures are non-partisan.
4. I agree to state that any of my opinions expressed are solely my own and are not necessarily those of CWSC.
5. I am responsible for obtaining appropriate permission from employers or other third party organizations, as needed, to make appearances and presentations or to provide information on CWSC.
6. I understand requesting organizations may contact me directly or CWSC may contact me to determine availability for a presentation.
7. Unless otherwise stated, I am responsible for making all arrangements with the requesting organization including travel, transportation, accommodations, honorarium or speaker fees, on-site equipment, and other logistical needs for you to complete the presentation. [Click here](#) for suggested personal mileage, other transportation, meals, accommodations and incidentals rates. Actual cost reimbursement is preferred over [per diem](#) rates.
8. I understand speaker fees can typically range from \$1,000 to 5,000+ and that some organizations, especially nonprofits, have budgets that may restrict their ability to meet a desired fee level. In any event, I will confer directly with the requesting organization to negotiate and confirm my fee.
9. I understand not all requested presentations, especially media events are paid engagements.
10. For paid events or any events in which I will only be reimbursed for costs, I understand CWSC requires that I execute a written agreement with the requesting organization. I am or my office is responsible for making **ALL** arrangements and agreements with the requesting organization. Click [here](#) to see the requesting organization's responsibilities.
11. Once I accept an engagement from a requesting organization, I will email a copy of my acceptance confirmation to CWSC along with the prospective amount of the Speaker honorarium or fee. I will include a summary of the details of my participation for posting online at the CWSC website.
12. If I must cancel an engagement after accepting it, then I will immediately notify the host or sponsoring organization and CWSC. I will also attempt to facilitate a host organization connection with another CWSC presenter.

13. To help continue the CWSC mission including expansion of the Speakers Bureau services to more audiences, I agree to donate half of my speaking fee to CWSC within 15 days of receipt of payment for my appearance and/or presentation. Remittance by mailed check is preferred to save transaction fees. Mail check to CWSC, Inc. 2620 Bragg Boulevard, Suite D, Fayetteville, North Carolina 28303. You may also remit your donation online at www.cwsc.us or email payment via Paypal to cwsconline@gmail.com.

14. I am required to complete the Speakers Bureau application and submit a brief 150 word or less (abridged) bio along with a professional headshot (jpg or gif file). Exceeding the 150 word limit may result in loss of important details you wanted to include, so please adhere to the 150 word or less limit. CWSC may link my abridged bio to my personal website or full length biography. I may also be required to provide a dvd, youtube or other site link of a recent public video appearance or audio presentation.

15. I will update my information with the Speakers Bureau coordinator at cwsconline@gmail.com.

16. I am responsible for determining the topics for which I am most qualified to speak including those subjects for which I have direct and detailed knowledge, experience, formal training, or personal involvement; and I will refer organizations to other Bureau speakers or CWSC for subject matters outside my area of expertise or if I am unavailable to attend an event.

17. For presentations I will include basic information on CWSC including our mission, vision, who we are and whom we serve along with contact information and I will promote the American Muslim 360 Radio Network to my audience (see *About Us* on the CWSC website).

18. I will email to the Bureau coordinator post event feedback on lessons learned and other observations to help CWSC highlight its Bureau's accomplishments and provide a shared learning experience for other speakers.

19. CWSC may request I complete a **post event questionnaire** to help improve the Speakers Bureau program. CWSC may also request feedback directly from the organization and/or audience for the speaking services I provide.

20. I agree to share event photos, video clips or other media for posting to the CWSC website to help publicize the work of the Speakers Bureau.

21. I understand CWSC's Speakers Bureau Coordinator and CWSC Governance approve all speakers, lecturers and/or presenters in its Speakers Bureau and retain sole and final authorization for approval and continued participation.

22. Completion of an application for the CWSC Speakers Bureau does not create an obligation to approve an applicant.