



Community Wide Shura Conference

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SPEAKERS BUREAU REQUESTOR INFORMATION

Organization Request for CWSC Presenter

Thank you for requesting a presenter from the CWSC Speakers Bureau. Our Speakers Bureau features experts on a broad range of topics from health & medicine to politics, business, and family life, and of course we have some of the leading thinkers on Islam in America and its impact in the public square. All are experienced public speakers in their chosen field. Thank you for providing an opportunity for American Muslims to contribute positively to their communities and to share in the civic duty of intelligent dialogue and mutual learning...together we can remake the world.

GETTING STARTED

Browse through our online directory of speakers first or if you're unsure of the best speaker for your needs, complete the Request-A-Speaker form first and we'll match you with an appropriate and available speaker.

SPEAKER CONFIRMATION AND ARRANGEMENTS

Whether you enter a preferred presenter or we match you with a suggested presenter, you will be referred to the presenter directly to arrange and confirm all details with him or her directly. While the CWSC Speakers Bureau facilitates connections between qualified presenters and a requesting organization or agency, CWSC is not responsible or liable in any way for arrangements and agreements between host organizations and presenters.

If possible, try to submit your request at least six (6) weeks in advance, unless you are a media outlet seeking an immediate response to a current event. Please note some speakers require more lead time.

You should be aware that CWSC is a nonprofit organization with a broad mission of community outreach. Our Speakers Bureau is a component of our mission for which speakers have agreed to donate 50% of any speaking fee or honorarium to CWSC to help sustain the Speakers Bureau and other operations.

FEES AND EXPENSES

As the host organization, you are responsible for confirming all arrangements and agreements with the presenter directly including any necessary travel, local transportation and parking, accommodations, meals, honorarium and speaker fees (if applicable), on-site equipment, other logistical needs and any other matters necessary to complete your presentation. All fees and monies from your organization are provided directly to the presenter and not to CWSC.

CWSC Bureau Speakers are required to execute written agreements with the host organization for events with a speaker fee or honorarium. For non-paid events, written confirmations between the hosting organization and presenter are highly preferred to facilitate clear communication by all parties.

In the event of cancellation for inclement weather or other unforeseen circumstances, please communicate your rescheduling policy ahead of time with the presenter.

POST EVENT FEEDBACK

The CWSC Speakers Bureau may ask you to complete a survey to help us sustain the highest quality program and help presenters deliver superior presentations and customer service. Thank you.