



# **LEADERSHIP SPEAKERS BUREAU**

**Host Guide  
2016-2017**

## **INTRODUCTION**

The ASHP Foundation Leadership Speakers Bureau connects students with well-known pharmacy leaders in their communities. The Leadership Speakers Bureau, created as a joint effort by the ASHP and the ASHP Foundation, is hosted by Student Societies of Health-System Pharmacy (SSHP) at pharmacy colleges and schools.

The ASHP Foundation coordinates the Leadership Speakers Bureau by matching local pharmacy speakers to the school and providing a maximum of \$200 in financial reimbursement to support the event.

## **EVENT**

The LSB is primarily designed for The Student Society for Health-System Pharmacy (SSHP) to be the event host. The SSHP president, or their designee and designated ASHP faculty liaison, should meet to determine a tentative date, time, and place for the event. If you do not have a speaker in mind, the ASHP state affiliate is a good resource to use in identifying a speaker.

Once a speaker is identified and arrangements confirmed, including the speaker's contact information, date, time, and location for the event; please submit the information to the ASHP Foundation by clicking on **Leadership Speakers Bureau Event Request & Planning Form** on the Foundation webpage. The designated speaker will be sent an email directing them to the Speakers Guide, which will assist them in preparing for the presentation. The request can be submitted even if you do not have a speaker identified. We have a list of volunteer speakers and will work with you to identify a possible speaker.

## **PRESENTATION**

- A power point presentation template and handout has been developed for the speaker which they can share with you.
- Make sure to discuss with the speakers what they will require in the way of audio-visual equipment.

## **FINANCIAL SUPPORT**

The host may request up to \$200 in support for the LSB event. The financial support may be used for the following:

- Marketing of the event
- Local logistics
- Refreshments
- Speaker Support

In order to receive your reimbursement, please follow the steps below:

- Provide your receipts via mail to the ASHP Foundation
- Payee name and address
- Email your institution or student group W-9 to [fmdw9@ashp.org](mailto:fmdw9@ashp.org), or fax it to 301-634-5944.
- In order to guarantee reimbursement, receipts must be received by May 15, 2017.

## **POST EVENT**

### **EVALUATIONS**

After the event, we encourage the students to fill out an electronic survey provided by the ASHP Foundation.

### **PHOTOS**

Please send us any photos from your event, with a description and caption information. These photos will be included in promotions and the ASHP Foundation Annual Report.