

Please fill out this form, obtain appropriate electronic signatures, then email the signed form to the Office of the President, ivcpresident@ivc.edu, preferably three weeks prior to the board meeting. The president's office sends the information to the district for inclusion on a subsequent board meeting. This form does not need to be presented at a Board Item Review (BIR) meeting.

According to BP 3905, "[t]his policy does not pertain to any guest speaker invited as part of the curriculum being taught by a faculty member or group of faculty members." Also, [s]peaking engagement fees and costs shall not be paid until the Board of Trustees has either ratified or approved the contract in accordance with BP 6340 - *Purchasing, Contracts, and Bids*."

Multiple speakers can be listed on this form. Please limit the *Topic* to one sentence or topic subject.

This form is located on InsideIVC for easy access. The link follows. [SpeakerForm](#)

<i>Presentation Date/Time/Location</i>	<i>Faculty/Coordinator Course/Program Title</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>Funding source(s) For Honorarium. Travel, etc.</i>

Submitted by: _____ Date: _____ Ext.: _____
(Name, department, phone)

Reviewed by: _____ Date: _____ Ext.: _____
(Appropriate Administrator)

Reviewed by: _____ Date: _____ Ext.: _____
(Appropriate Vice President)

Approved by: _____ Date: _____ Ext.: _____
(College President)