

## Education Presenter Position Description

*Updated on 30 January 2012*

### Education Presenter for Continuing Education Conferences Overview:

Presenters are subject matter experts who provide an invaluable service to the industry by sharing industry and regulatory knowledge and experience, as well as guidance and insight on current issues, regulations, best practices, and innovations. .

### Position Purpose and Objectives:

Presenters convey important industry and regulatory knowledge to other members of the industry and regulatory agencies through formal and informal presentations. The objective for a presenter is to move the industry forward by sharing knowledge.

**Invited by:** Vice President of Knowledge Management

### Responsibilities of this Position:

- Effectively share subject matter expertise and experience.
- Collaborate with other speakers to create a reasonable flow of presentations that build upon one another and reduce duplication and repetition.
- Develop a coherent and thoughtful order to the information to be provided.
- ISPE is known for providing non-commercial, unbiased education. Presenters are expected to use their industry experience as a reference for education, including direct examples. At no time should that use of experience or reference tip over into an endorsement or suggest a commercial intent.
- Incorporate a minimum of 10 minutes of *question and answer* into every presentation and facilitate group discussion, including making sure that all in the room hear every question, answer and comment.
- Actively help to promote the conference by forwarding ISPE email notices to colleagues.
- Meet due dates for materials
  - Read speaker guidance information to understand deliverables and presentation requirements.
  - Read, sign, and return the Volunteer Presenter Agreement.
  - For conference presentations, develop a descriptive title and brief abstract. Submit using the Speaker Presentation Abstract Form
  - Provide a short professional biography (required) and recent photo (optional) for posting on the ISPE website.
  - Prepare PowerPoint presentation using the ISPE Conference Template that incorporates an interactive section to facilitate adult learning. Deliver to the ISPE Continuing Education Staff by the requested due dates.
- Attend any meetings called by the Track Leader, Session Leader, or Continuing Education Staff.

### Skills/Experience Requirements for this Position:

- Subject matter expert in the topic being presented
- Prior professional/technical speaking experience
- Professional Curriculum Vitae or Resume

**Length of Service:** 4-6 months Additional Details (optional):

**Time Commitment:** Approximate hours per month: 3-4

Work will be  intermittent  regular  regular with peaks requiring additional effort.

### Meeting Schedule:

Conference calls to coordinate the content and flow of this session will be scheduled and every effort should be made to attend. These meetings will likely be clustered around due dates.

### Attendance Requirement:

While not a requirement, ISPE highly encourages each speaker to attend the full education program for which he/she is presenting.

### Volunteer Expectations

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| <ul style="list-style-type: none"> <li>✓ Actively participate in meetings</li> <li>✓ Read materials and come prepared to each meeting</li> <li>✓ Listen to people and ideas</li> <li>✓ Become knowledgeable of the Society's policies and procedures</li> <li>✓ Complete assignments on time</li> </ul> | <ul style="list-style-type: none"> <li>✓ Respond to communications in a timely manner</li> <li>✓ Develop a good relationship with Staff</li> <li>✓ Respect confidentiality</li> <li>✓ Fully support all decisions of the Board and Committee</li> <li>✓ Always act in the best interests of ISPE</li> </ul> |
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If you are interested in volunteering for this position please click the link to complete a Volunteer Profile

<http://www.ispe.org/volunteerprofile>

***\*\*All presenter applicants' qualifications will be reviewed by the Vice President of Knowledge Management***