Frequently Asked Questions about the PASEF Speakers Bureau

Who may use the Speakers Bureau?

PASEF offers its Speakers Bureau as a resource for organizations in the Philadelphia area that host talks for their members or for the general public. Examples of who may use the Bureau include retirement communities, service clubs, religious congregations, civic groups, and secondary schools in Philadelphia and nearby counties of Pennsylvania, New Jersey, and Delaware.

Is there any charge for using the Speakers Bureau?

No. PASEF, with support from the University of Pennsylvania, disseminates information about speakers as a free public service.

How do I find a PASEF speaker?

Just go to the Roster of Speakers link on the PASEF website (or click here). The roster lists speakers, their areas of expertise, and (often) the titles of specific talks they are prepared to offer. For each speaker, there is also a short biographical sketch or link to an online bio. After looking over the roster, simply decide which speaker or speakers might be a good fit for your organization.

How do I invite a PASEF speaker?

All invitations should be issued directly to the prospective speaker, rather than channeled through PASEF. The Roster includes a phone number and/or email address for each member of the Speakers Bureau.

Do PASEF speakers require compensation?

Compensation, if any, is up to the sponsoring organization and the speaker. If it is an organization’s practice to provide an honorarium or fee, most PASEF speakers will accept it. However, some are also happy to speak gratis to suitable non-profit groups. Organizers and speakers should also agree beforehand on whether travel costs will be reimbursed. If the talk accompanies or follows a meal, the speaker should be treated as the guest of the sponsoring organization.

Can I be sure that a PASEF speaker will accept my invitation?

By agreeing to be listed on PASEF’s Speakers Bureau roster, an individual expresses willingness to receive and consider invitations. However, whether a speaker will agree to any specific request depends on scheduling, travel distance, the fit between the organization’s needs and the speaker’s interests, etc. It is always
wise for an organizer to issue invitations well in advance and to be prepared to seek alternative speakers, whether from PASEF's roster or other sources.

**What assurances does PASEF give about the quality of speakers?**

All speakers on the PASEF roster are former or present tenured professors at the University of Pennsylvania. They have decades of experience in the classroom and as presenters at conferences and colloquia. They are renowned authorities in their fields, usually with national or international reputations. To further ensure quality over time, PASEF encourages organizers to provide feedback about speakers’ performance using the form located [here](#). We will discuss significant problems with the speaker and, if necessary, drop from the Speakers Bureau any who receive consistently unfavorable responses.

**What are the responsibilities of a sponsoring organization?**

The organizer provides an audience, venue, and publicity, plus a moderator or chair to introduce the speaker, organize discussion or Q and A, and close the session. The speaker’s responsibility is to arrive on time and prepared to talk.

**What audio-visual technology do PASEF speakers expect?**

There are no general requirements, but audio-visual needs and resources should always be discussed at the time an invitation is extended. If amplification or projection equipment will be used, please encourage the speaker and your own tech support person to arrive early enough to set up and test equipment before the talk begins.

**What if I have a question not answered above?**

Please contact Jack Nagel, Chair of the PASEF Speakers Bureau Committee, at 610-543-0567 or nageljh@sas.upenn.edu.