

Chapter Speaking Engagement

Guidelines for Requesting ILA Board Members

Dear Chapter Leaders,

ILA continuously looks for ways to improve our processes to make them more efficient. As such, we have streamlined the process for requesting an ILA Board member to speak at a state/provincial event. There are no longer forms to complete. ILA chapter leaders will now be able to connect directly with ILA Board members to arrange for them to speak at their event.

Please review the following guidelines before getting started.

- Email chapters@reading.org with the date and location of your virtual or in-person event and the name of the ILA Board member you would like to present. ILA will provide you with the contact information for this individual. The chapter can then directly email a request to the Board member for a speaking engagement.
- The chapter leader will contact the ILA Board member independently, and all arrangements will be made between the chapter and the ILA Board member.
- ILA Board members will not charge honorariums to chapters for an annual presentation. If a chapter requests the same ILA Board member more than once per year, an honorarium could apply.
- The chapter and ILA Board member will coordinate travel, accommodations, expenses, presentation topic, and all other aspects of the speaking engagement. The chapter will request, confirm, and organize all details for the event.
- Costs related to in-person board engagements, including travel, accommodations, and expenses are the responsibility of the chapter.

We believe this change will better serve the chapters and the ILA Board as it allows the chapter to have a more direct connection with the Board member.

We anticipate this process will improve your event planning.

If there are any questions or concerns, feel free to contact us at chapters@reading.org.