

# Commonly asked Questions

## **What topics does the State Partnership Grant Program (SPGP) Speakers Bureau usually cover?**

Although Bureau speakers have a wide range of expertise, the state of Florida has prioritized the following seven areas for eliminating health disparities: diabetes, cancer, immunization, HIV/AIDS, cardiovascular disease, maternal and infant mortality and oral health care. Topics related to these prioritized areas are preferred. Examples can include prevention and management strategies from different perspectives (i.e. professional caretakers, persons successfully managing the disease, etc.)

## **Who can use the SPGP Speakers Bureau?**

Any non-profit organization in Florida is eligible to use the SPGP Speakers Bureau. However, your organization must be registered with SPGP prior to submitting your application.

## **Can an organization use the SPGP Speakers Bureau program for a fundraiser or charge for admission?**

No. Events using SPGP speakers must be open to the general public and free of charge.

## **How do I apply for a SPGP Speakers Bureau speaker?**

The application form can be found at: (URL coming soon) The application is designed to be submitted by email to [Statepartnershipgrant@doh.state.fl.us](mailto:Statepartnershipgrant@doh.state.fl.us) but it can also be mailed to: 4052 Bald Cypress Way, Bin A25, Tallahassee, Florida 32399-1746 or faxed to (850) 245-4124.

## **How many Speakers programs can my organization host in a year?**

All applications are subject to review and funding availability. With good planning it is possible for an organization to host a thematic series.

## **Is there a cost to organizations to apply to use the Speakers Bureau?**

Currently, there is no cost to an organization to submit an application to SPGP.

## **Does the SPGP program cover travel cost for speaker or supplies?**

The SPGP makes no guarantees on financial support to organizations using the bureau but can offer other planning support. Organizations are responsible for paying all travel expenses, honorariums and material costs for a program. However, depending on availability of funds, the SPGP may be able to share the cost of the program. A cost sharing is included in the application. The SPGP is especially interested in supporting organizations that target communities with strong evidence of health disparities in diabetes, cancer, immunization, HIV/AIDS, cardiovascular disease, maternal and infant mortality and oral health care.

**What is meant by “cost sharing” in the SPGP Speakers Bureau Application?**

If funding is available to provide financial assistance to organizations, applicants must invest an equal amount into the program. The cost share does not have to be a direct cash match, it can be in-kind contribution. (ie. Value of time spent putting together the program, cost of making copies, etc)

**Does the SPGP Coordinator make arrangements with the speaker?**

All coordination between the speaker and the hosting organization is the responsibility of the hosting organization. However, the SPGP will try to provide as much assistance as possible.

**Can the SPGP Speakers Bureau help an organization to secure speakers not listed on the website?**

If an organization is interested in a speaker not a part of the bureau roster, it should fill out a speaker nomination form. If resources allow, the SPGP will attempt to contact the potential applicant and make he or she a part of the bureau.

**How large of an audience is required for a Speakers Bureau Program?**

It is the responsibility of the organization to recruit at least 30 persons to attend the event. Failure to gather a good audience is a disservice to the speaker and may deem an organization ineligible to use SPGP Speaker Bureau resources in the future. It is extremely important to do a good job advertising for the events. Organizations may want to consider cosponsoring an event with another organization(s) to increase attendance.

**When are applications due?**

Applications should be submitted to the SPGP at least 6 weeks prior to the date of the program being proposed. Prior to submitting an application, the organization must have contacted, negotiated and agreed on arrangements with a speaker. As speakers have very busy schedules it is best to plan as far ahead as possible. It may also be helpful to propose alternate dates to the speaker. The SPGP will notify both the speaker and the organization upon approval.

**Should someone from my organization introduce the speaker?**

Yes. It should be the goal of the hosting organization to make the speaker feel as welcome as possible in its community. Biographical information for each speaker is available on the Office of Minority Health (OMH) Website website. You should also ask the speaker for information he or she may want to be included in the introduction. You must also credit the SPGP in the introduction.

**What are the responsibilities of the hosting organization?**

see steps to applying for a speaker for additional details

**Can SPGP deny an application?**

Yes. The SPGP has limited time and resources to dedicate to Speakers Bureau management and cannot approve all applications. Secondly, organizations that used the bureau but failed to comply with bureau agreements (i.e. not submitting evaluation

forms) are likely to get future applications denied. If an organization application is denied they still may use and host events with SPGP Speaker's Bureau members but will not receive support from the SPGP staff.

**How long does a Speakers program last?**

Programs typically last approximately 60 to 90 minutes including an introduction, 40 minute talk and 15 minutes for questions.

**What if an organization has to cancel or reschedule an event?**

If an event has to be cancelled or rescheduled it is up to the organization to notify the SPGP immediately in writing. Please include the reason for the cancellation and any plans for rescheduling.

**What if a speaker cancels an event or does not show up?**

If a speaker cancels, the SPGP will work to find a replacement speaker. The organization may choose to reschedule the event with the original speaker. If the speaker does not show up try to contact the speaker and leave a message for the SPGP coordinator.

**How much is a speaker paid?**

The majority of SPGP Speakers Bureau participants share in the commitment to eliminate health disparities and do not charge for an appearance fee. Travel cost however (i.e rental car, lodging, etc) must be paid by the hosting organization. All costs paid by a hosting organization should be recorded and submitted to the SPGP using the Speaker Cost Form. Occasionally a speaker will request an honorarium. If an organization chooses a speaker requiring an honorarium, the organization is responsible for this cost. .

**Can organization apply to use more than one speaker at an event?**

Yes. However the SPGP requires that a separate application be completed for each speaker.

**Can an organization apply for more than one event at a time?**

Yes. However, the SPGP request that an separate application be completed for each event.

**Is it acceptable to record the Speakers presentation?**

Most speakers do allow audio or video recording of their presentation but permission from the speaker is required in writing.