

## Guest Speaker Protocol for CHCA

### COURSE OUTLINE DEVELOPMENT

Activity	Additional Follow-up Required	Date Completed
Identify Guest Speaker Requirement(s) and their relationship to course outcomes	Outcomes:	
Identify ideal timing for guest speaker visit (consider # of times course offered etc..)	Week:	
Identify main objective of the presentation	Objective:	

### PLANNING AND COURSE DETAILS

Activity	Additional Follow-up Required	Date Completed
Guest Speaker: Verify contact information, logistics, course details & objectives of presentation (EMAIL #1: Planning & Course Details)	Name/Position: Company Name: Address: Phone #: Email:	
CC: Internal CHCA to notify of logistics, course details & objectives of presentation (EMAIL #1: Planning & Course Details)	Program Coordinator: Y N Image Ambassador: Y N Communications: Y N	
Image and Communications	Info/picture sent to Communications: Y N	

### GIFT PROTOCOL

All gifts must be requested a minimum of 1 week in advance and tracked by the Academic Chair's Student Success Assistant-Academic Operations. Gift will be a \$25.00 gift certificate for The Chef's House or as approved by Academic Chair.

Activity	Additional Follow-up Required	Date Completed
Gift Certificate Request (EMAIL #2 : Gift Certificate Request)	Student Success Assistant: Y N	

### CONFIRMATION PLANNING AND TRAINING

Activity	Additional Follow-up Required	Date Completed
Guest Speaker Protocol Training for Students (Power-Point presentation)	<ul style="list-style-type: none"> <li>• In-class business etiquette &amp; behaviour</li> <li>• Appropriate attire</li> <li>• Greeting &amp; Introducing</li> <li>• Thanking a Guest Speaker</li> </ul>	
Guest Speaker Info/Pic	Minimum 1 1/2 wks. prior to visit Sent to Communications: Y N	
Final Guest Speaker Confirmation (EMAIL #3: FINAL CONFIRMATION)	Minimum 2 business days prior: Who to look for when entering bldg: Changes sent to communications (if required)	
Speaker's Bio & Intro. reviewed with Student Ambassadors(s).		

### THANK-YOU & FOLLOW-UP

Activity	Additional Follow-up Required	Date Completed
Day-of Activities	<ul style="list-style-type: none"> <li>• Welcome message on media boards</li> <li>• Student Ambassador(s) welcome, thank-you &amp; pictures</li> </ul>	
Follow-up and thank-you	<ul style="list-style-type: none"> <li>• Thank-you letter sent by Student Ambassador(s)</li> <li>• Other by professor as needed</li> <li>• Students/guest speaker pics to communications for posting (if available)</li> </ul>	

