



Guest Speaker Process

1. Individual students, clubs, ASB and UWS employees may apply to be a Guest Speaker Sponsor (GSS). Prior to applying to be a Guest Speaker Sponsor, please verify that a satisfactory audience is interested in the proposed presentation topic and that the topic aligns with the UWS mission. Student clubs and ASB must consult their club advisor for initial approval.
2. Complete and submit the online [guest speaker request form](#). A current CV for the proposed speaker must be included as part of the request. Incomplete guest speaker requests will not be considered. The GSS may suggest possible dates that will accommodate the speaker. However, the speaker is not to be invited until the GSS is notified of final approval.
3. If the proposed speaker is a licensed health care professional, the office of student services will verify that the licensee is in good standing with the relevant licensing agencies, and the guest speaker request will be reviewed for final approval or denial.
4. After approval, the office of student services will request that the speaker sign a guest speaker contract agreeing to specific protocols.
5. The office of student services will notify the GSS when the guest speaker contract has been submitted. At that point, the GSS will be responsible for completing all sections of the online [event request form](#) and coordinating scheduling and logistical details with the speaker.
6. The GSS is required to arrange for a UWS employee to be present during the presentation to assist with logistical needs and introductions. Please email the name of the designated employee to pszucs@uws.edu at least one week prior to the presentation.

Non-Approved Speakers

Individuals that have not been approved to speak at UWS may not be invited by any student(s) or student group to make any presentation on campus or at any UWS-sponsored events. Students that invite or assist non-approved individuals in making any unauthorized presentations and/or demonstrations on campus, or at any UWS sponsored events anywhere, will be considered in violation of [Policy 9001- Student Conduct](#) and are subject to disciplinary action up to and including dismissal from the university.

Time Guidelines

With advanced preparation, the process can run smoothly. UWS requires 6-8 weeks from the time an application is submitted to process the request. This allows adequate time for the approval process and for promotion of the event. Speakers are not typically scheduled during breaks, week 1, week 10 or finals week.

Deferred Request

Guest speaker requests may be accepted, yet deferred. This may occur if there are too many events scheduled during a given week or quarter or if there is a delay in receiving paperwork.

Questions

Please contact the office of student services at pszucs@uws.edu if you have any questions.