



Northwestern Health
Sciences University

NWHSU Non-Curricular Speaker Guidelines and Approval Process

Dear Speaker:

We are pleased that you are able to come to Northwestern Health Sciences University (NWHSU) to speak to our students. We have many active student organizations on campus, and we support their ability to invite a diverse group of speakers each trimester.

The purpose of this correspondence is to inform you of the NWHSU Speaker Guidelines for Non-Curricular Activities, and ask for information from you in order to be approved to speak on our campus. This information must be obtained 14 calendar days before the proposed presentation.

If you have any questions regarding the following policies, please feel free to contact us directly at 952-885-5405.

Thank you,

The Office of Student Affairs



**Northwestern Health Sciences University
Speaker Guidelines – Non-Curricular Activities
Effective 1/1/2016**

Approval Process

Individuals invited to speak on the NWHSU campus must first be approved by the University at least 14 days in advance of the scheduled presentation. Presenters must submit the following for approval:

1. Biography, including the area of expertise that supports the presentation (i.e. degrees, educational programs, research activities, etc)
2. Topic and brief outline of presentation (if PowerPoint and/or handouts are available, please submit)
3. General objective(s) / learning outcome(s) for the presentation (i.e. at the conclusion of the presentation, student should be able to _____.)
4. W9 form (if honorarium is included)
5. Signed consent form for photo/video/voice recording (covered on the Biography and Consent form)
6. Disclosure of Financial Relationships (see below)
7. Updated Resume/CV (if it has been more than 6 months since your last time on campus for a student organization)

Payment

Any honorariums or gift cards paid to speakers must be paid through the Northwestern Health Sciences University (NWHSU) Accounting Department, and may not be paid directly by a University employee, student, or student organization.

Contributed Funds

All support, monetary and in-kind, must be paid or contributed with the full knowledge and approval of NWHSU.

Disclosure of Financial Relationships

All individuals in a position to influence the content of a presentation must disclose any relevant financial relationship within the past 12 months that might affect independence in the proposed speech. This information must be provided to the audience before the activity. Company funding and any significant relationship among speaker, moderator and a company will be disclosed prior to the activity. Refusal to disclose relevant financial relationships will be disqualified from being a part of planning or speaking on campus.

Endorsement by the University

The sponsorship or invitation of a guest speaker does not necessarily imply approval or endorsement, either by the sponsoring group or the University, of the views expressed.

Marketing of Company or Products:

The speaker agrees that the presentation is for scientific or educational purposes. Any discussion of a company's products will be objective and balanced, and scientifically rigorous. Speakers are not allowed to sell products or market services on campus or during speaking engagements without the express written approval of the University.



Right to Photo/Video/Voice Record Presentations

NWHSU reserves the right to request that speakers or events are recorded (video or audio) or that photos may be taken. Recordings and photos will only be used for educational purposes and will be available for check-out in the NWHSU Library. A consent form must be signed by the presenters during the approval process.

Opportunities for Debate:

During the presentation, the speaker will allow time for debate or questioning.

Limitations of Data:

The speaker must disclose any limitations on the information that is presented, such as data that represent ongoing research, interim analysis, preliminary data or unsupported opinion.

Content Validity:

Speakers must assure, implicitly or explicitly, that any clinical recommendations made are safe and generally acceptable for use in the care of patients. All published work referred to, reported in, or used in support or justification of a patient care recommendation must be appropriately referenced.

Clinical care recommendations must be biologically or clinically plausible, and the basis for clinical recommendations must be clearly disclosed so that it can be critically evaluated by the audience.

NWHSU's programs are based on 10 guiding principles. These include:

- We promote the highest ethical principles in life and practice
- We rely on research, clinical experience and patient preferences to inform academic and clinical programs
- We use continuous quality improvement and best practices to inform decision-making

Implicit in these guiding principles is the notion of scientific integrity, particularly in the use of data from which conclusions are drawn and clinical recommendations crafted. Speakers are expected to appropriately disclose the nature of, and utilization of data in the recommendation of clinical care.