



## CTS Speakers Bureau Frequently Asked Questions

### How do I make a booking?

A request form for CTS Speakers Bureau services is to be completed and submitted to CTS via [info@cts-sct.ca](mailto:info@cts-sct.ca) well in advance of the proposed event in order to secure requested Faculty. CTS will communicate with the Speakers Bureau Faculty to confirm availability and presentation topic.

### Can I request a specific speaker?

Clients/host organizers may request specific Faculty or you can ask CTS to recommend a speaker(s). Events will be confirmed based on the availability of faculty and the client's preferences.

### Who is the target audience for the Speakers Bureau?

CTS Speakers Bureau presentations will appeal to a wide variety of audiences, ranging from physicians, health industry professionals, the pharmaceutical industry, and other respiratory health professionals and organizations. CTS will provide Faculty with information about the target audience when we contact them to determine their availability.

### How will the program be delivered?

Faculty will be provided with an official CTS educational slide deck for the presentation along with supporting CTS branded materials for the audience. The content can be delivered in different formats (eg. plenary presentation, workshop or panel format). CTS can accredit the program for a specialist audience. Faculty from the CTS Speakers Bureau can also be requested for unaccredited educational programs.

### How are program expenses handled?

The Client/Host Organizer is responsible for arranging the program venue, audio-visual equipment and hospitality. From the program fee, the CTS Speaker Bureau will provide speaker liaison, communication, program content and materials and an honorarium for the speaker. If the program is accredited, CTS is required to handle the arrangements for travel and accommodation arrangements for accredited programs and will bill back the client accordingly. For unaccredited programs, the client/host organizer will make the required travel and accommodation arrangements, and is responsible for reimbursing Faculty for any pre-approved expenses.

### Will the speaker receive an honorarium?

Honoraria for faculty are included in the client/host organizer fee and are based on market value for the type of presentation/time commitment requested (didactic plenary talk, workshop, panel, etc). Faculty will receive their honorarium from CTS within 30 days of the speaking engagement.

### What happens if there is an unexpected turn of events or an emergency?

In the unlikely event of an unavoidable cancellation by a speaker, CTS will do our very best to replace you with another CTS Speakers Bureau faculty member. If the client/host organizer needs to cancel, CTS will work to reschedule at a mutually convenient time. In the event of a full cancellation, a modest administration fee may be applied to cover invested costs of the speaker and/or CTS.