



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 at minimum four to six (4-6) weeks in advance of the proposed event. CTS will communicate with the Speakers Bureau faculty to confirm availability and presentation topic.

[CTS Speakers Bureau Event Request Form](#)

Can I request a specific speaker?

Host organizations may request specific faculty or ask for 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, respiratory healthcare professionals, pharmaceutical industry, and other organizations. CTS will provide faculty with information about the target audience of the specific event 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, where applicable, for the audience. The content can be delivered in different formats (e.g. plenary presentation, workshop or panel format as well as in-person or virtual). CTS accepts proposals for unaccredited and accredited programs. CTS is an accredited Provider of the Royal College of Physicians and Surgeons of Canada.

NOTE: If the program is developed by a physician organization the program can be accredited. If the program is developed by a non-physician organization, the program can be co-developed for accreditation.

Will the speaker receive an honorarium?

Honoraria for faculty is included in the Speakers Bureau fee and is based on market value for the type of presentation/time commitment requested. Faculty will receive their honorarium from CTS within 30 days of the speaking engagement.

How are program expenses handled?

The host organization is responsible for arranging the program venue, audio-visual equipment and hospitality. The CTS Speakers Bureau fee includes CTS speaker liaison, CTS slide deck and relevant handouts, and an honorarium for the speaker.

If the program is accredited, CTS is required to handle the arrangements for honoraria, and any travel and accommodation and will invoice the host organization for these expenses accordingly.

For unaccredited programs, the host organization will make the required travel and accommodation arrangements and is responsible for reimbursing faculty for any pre-approved expenses.



Can the presentation be recorded, broadcast, or shared?

The slide deck and other materials provided for this presentation are the intellectual property of the CTS. The presentation cannot be broadcast, reproduced, or recorded in any form, without the written approval of the CTS. The educational slide deck may not be circulated, posted, or shared. Additional fees apply for recording and sharing.

Can the CTS slide deck be altered by faculty?

The slides in the CTS educational slide deck cannot be altered and should be used as is. However, the faculty may want to add their own slides for the specific target audience.

What happens if the event is cancelled?

In the unlikely event of an unavoidable cancellation by a speaker, CTS will do its very best to supply another CTS Speakers Bureau faculty member. If the host organization 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.