

SCHC SPEAKERS BUREAU – GENERAL INFORMATION

The Society for Chemical Hazard Communication's Outreach Committee has oversight of a Speakers Bureau providing society members to speak on the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). The Speaker's Bureau is a list of members who have volunteered to speak and present information on the GHS and the impact on Safety Data Sheets and labeling. General guidance for the Speakers is provided below:

- Other than SCHC membership, there are no specific qualifications to be a speaker. Speakers must be familiar with the topic based on personal experience, formal education, and/or reliance on SCHC/OSHA-generated slides or other materials.
- Speaker volunteers are not permitted to receive payment or an honorarium for speaking.
- Speakers are to refrain from promoting goods or services for personal gain.
- Speakers are to submit the attached SCHC Speaker's Bureau Information Form to the Outreach Committee Chair prior to the engagement.
- Requests for materials, brochures, props, etc., are to be directed to the SCHC Administrator Lori Chaplin using the attached SCHC Speaker's Bureau Information Form.
- Speakers are solely responsible for the content of the talk and the accuracy of any answers to questions.
- Reimbursement for travel, meals, lodging, or other expenses are the sole responsibility of the speaker and not SCHC.

Questions and Answers

- Should SCHC be promoted at the engagement? Yes. In fact, SCHC encourages providing SCHC brochures, displaying of the SCHC banner, describing the SCHC member values including the website, the Job Opportunities webpage, the SCHC/OSHA alliance, the SCHC/AIHA SDS and Label Authoring Registry Program, the Professional Development courses, etc.
- May I use the SCHC Power Point slide logo? Yes. SCHC encourages the use of the logo.
- Is it acceptable to use my business Power Point slides? Yes. SCHC understands some companies require associates to use their corporate format for all engagements.
- Can I hand out my business cards at the meeting? Yes. However, openly soliciting business is not regarded to be in SCHC's spirit of volunteerism.
- Is it acceptable for speakers to provide company information or promotional items at the engagement? Yes, but please restrict information display to a separate table or booth away from the speaker's area.

SCHC SPEAKER'S BUREAU INFORMATION

Speaker

Speaker Name: _____

Speaker Employer/Firm

Name: _____

Address: _____

Telephone: _____

Email Address: _____

Speaking Engagement/Audience

Date: _____

Group/Organization Name or Audience Description: _____

Address: _____

Contact Name: _____ Telephone: _____

Email address: _____

Estimate of Time Involved for the Engagement: _____

Title of Speech/Topic Description: _____

Request for SCHC Materials*

SCHC banner: Yes ___ No ___

Brochures: number requested _____

Request for Membership materials, e.g., background information, slides, OSHA GHS materials: _____

Ship to:

Name: _____

Address: _____

Date Needed: _____

*Please send the information form to Renee Warner, Outreach Committee Chair, reneejwarner@gmail.com, and copy Lori Chaplin for material requests, schc.lori@verizon.net.