



Interclub Speakers Submission Form

General Guidelines

1. All clubs must book event dates through VP Internal Affairs to avoid event conflicts.
2. All sponsor talks must abide by the rules and regulations clubs have outlined for them.
3. Speakers will be categorized as information-based speakers or advertising-based speakers based upon the discretion of the VP Internal Affairs and/or PhUS Council.
4. Advertising-based speakers coming in to speak to students will be subjected to pay a \$500 speakers fee, with all \$500 going towards the club.
5. Information-based speakers will not be charged a speaker fee.
6. Topics and descriptions must be sent to PhUS/Interclub for review prior to the talk/event for categorization of sponsor and to confirm that similar topics are not being presented by other clubs. Submission must be done at least 4 weeks prior to the talk/event.
7. Clubs will be restricted to having a maximum of 8 talks (informative or advertising) per term.
8. The form below must be submitted to internal@ubcphus.org with an email titled "Interclub Speakers Submission Form" at least 4 weeks prior to a talk.



Speakers Form

Club Information	
Club Name	
Contact Information	
Full Name	Student Number, Year
Email Address	Phone Number
Talk/Event Information	
Name of Talk/Event	
Name of Organization Hosting Talk/Event	
Is this talk/event a new initiative or has it occurred in the past? <input type="checkbox"/> New <input type="checkbox"/> Old	
Is the organization hosting the talk/event a new sponsor for your club or pre-existing? <input type="checkbox"/> New <input type="checkbox"/> Old	
Projected Date(s) of Talk/Event	
Please briefly describe the purpose and content of this talk/event.	
Will the organization be providing attendees with any materials (eg. brochures, swag, samples, etc.)? If so, please list out the items.	