

Yale University



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ASSOCIATION OF YALE ALUMNI
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Date: September 2003

Re: Speakers Program

Thank you to many of you who have already alerted us to your hopes and desires for a Yale Speaker this year. For those of you who have not yet begun to think about your Fall 2003/Spring 2004 programming, now is the time.

As you are probably aware, the AYA Speakers Program sends current Yale faculty, administrators and others to Yale Clubs and Associations to speak to alumni at luncheons, receptions, annual dinners and other special events. The parameters of the program have not changed from the previous year, and the accompanying sheet will remind you of the full details. The short version, however, is that each Club or Association is entitled, if they wish, to one speaker from Yale each year. **The Club or Association must remit \$250.00 to the AYA, in exchange for which the AYA will cover all of the costs of transportation and overnight accommodations.** (If a speaker's trip does not involve an overnight stay, the Club or Association must pay any costs incurred up to \$250).

Please give us as much advance notice as you can in order to arrange a Yale speaker to visit your Yale Club or Association. **Three months is the minimum amount of time needed for us to find a speaker that fits your Club or Association's needs, as well as for you to fully publicize the event and guarantee a sizable audience for the speaker.**

Please look over the enclosed materials. If you have any questions or concerns, please do not hesitate to contact me at (203) 432-7099 or speak with your Club Relations Officer, Jennifer Hill (203) 432-1946 or Rhoda Lea (203) 432-1948. We look forward to helping you with your programming for this year.

AYA Speakers Program

We are pleased to be able to offer to Yale Clubs and Associations again this year, the opportunity to have a Yale faculty member come to your area to give you a chance to see and hear the caliber of teaching that is being experienced by students at Yale. In addition to their countless professional obligations, Yale's faculty, administrators and coaches are generous with their time and participate in many alumni programs. The AYA is anxious to assist Clubs and Associations with their programming needs, and we look forward to being able to work with you to find the right speaker for your Club or Association. In order to ensure that the speakers visit is successful, we ask that you try to guarantee a **minimum attendance of 25-30** people for the event. If you feel that you might not be able to meet this number, please consider inviting some of our Ivy League colleagues to join your Club at this event.

Obtaining an appropriate Speaker: Please try to request a speaker at least three months in advance - there is no such thing as too early! The enclosed request form will assist us in finding an appropriate speaker for you. Requests that fall into broad categories (i.e. history, literature or arts) are preferable to those for a specific person. Yale has many charismatic faculty and administrators who may not be well known to particular alumni. The AYA furnishes over 100 speakers each year to alumni groups, so we have good information about those who will provide an outstanding program for your Club or Association. We ask you to understand that some speakers cannot possibly answer every request for their presence.

Financial Arrangements: The AYA asks that the Club or Association remit \$250.00 to the AYA for any speaker visit that requires an overnight stay (as determined by the speaker). This fee will cover the Club or Association's share of expenses. The AYA will underwrite the rest of the visit, handle all accounting and reimbursements for the speaker, and make all travel and accommodation arrangements. These arrangements apply to all Clubs and Associations. If the speaker's visit does not require an overnight stay, the Club or Association shall reimburse the AYA for any costs incurred, up to \$250.

Additional Speaker Requests: After one speaker visit is arranged for a Club or Association the full cost of any additional speakers transportation and accommodations and meals will be the sole responsibility of the Club or Association. You should consider the potentially high cost of travel when securing more than one speaker per year.

AYA SPEAKERS PROGRAM
SPEAKER REQUEST FORM
Fall 2003/Spring 2004
Form also available in the Club Officers Toolbox at
<http://www.aya.yale.edu/clubofficers/>

Please fax or mail to the address below to begin the process of obtaining a speaker.

Yale Club: _____

Event Coordinator: _____

Address, Phone: _____

Fax and/or e-mail: _____

Today's Date: _____

1.) We would like to host a member of the Yale faculty, administration or coaching staff for the following event:

Nature of Event: _____

Month: _____

Preferred Date: _____ Backup Date: _____

2.) Please circle areas of interest

Science/Technology

Foreign Affairs

Athletics

History

Arts/Humanities

Contemporary American Society

Yale Today

Other: _____

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