



Subject: Speakers Bureau Participant and Content Standards

Assigned: Internet Liaison

Number: 006.01

Date: 02/24/2009

Version: 1.0

Purpose: The purpose of this procedure is to provide specific standards for participation in the ASQ HCD Speaker's Bureau as a listed speaker and define the standards and limitations for the content of speaker's bureau listings.

Policy: The HCD Internet Liaison will maintain and update the Speaker's Bureau web page according to the standards contained in this document.

Scope: This document applies to the ASQ HCD Speaker's Bureau web page and any documents linked to this web site.

Standards: 1. Qualifications of Listed Speakers

- Only current ASQ HCD members will be eligible to have a listing posted on the ASQ HCD Speaker's Bureau web page.

2. Speaker Listing Content

- The listing of speakers on the ASQ HCD Speaker's Bureau web page is a service to ASQ HCD members and to those members and non-members seeking the services of the speakers listed.
- All claims of subject area expertise are the responsibility of the listed speaker.
- Financial or other compensation arrangements are the responsibility of the listed speaker and the individual or group requesting the services of the speaker.
- The ASQ HCD accepts no responsibility for the expertise claims of the speakers listed or for the business arrangements between a listed speaker and an individual or group requesting their services.

Actions: 1. Upon receiving an email request for inclusion as a speaker on the ASQ HCD Speaker's Bureau web page, the Internet Liaison will:

- Verify the membership status of the individual making the request.
- Send an email to the requestor to solicit information on subject area expertise and contact information.

2. Requests by listed speakers for changes to existing postings should be sent to the Internet Liaison via email.

3. The Internet Liaison will prepare a web site change request that includes all pertinent information for web page listing or revision and forward this request to the appropriate ASQ HQ representative responsible for web site changes.

4. Upon receipt of the listing or revision information the ASQ HQ representative responsible for web site changes will facilitate all appropriate changes to the web site.

5. Every attempt will be made to ensure that a listing will be processed and posted to the web site within two weeks of receipt by the Internet Liaison; however, the ASQ HCD will make no guarantee as to the timeliness of any posting.