



Simpson College Forum Handbook

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Table of Contents

1. *Forum Overview*
2. *Proposal Procedures*
3. *Roles and Responsibilities*
4. *Honorarium Scale (General Fund)*
5. *Other*

1

Forum Overview

Simpson Forum is the college's public lectures and arts series that brings nationally recognized speakers and artists to campus throughout the academic year. A majority of events are free of charge, and all are open to the public. Simpson Forum has been part of the Simpson experience for decades. Although the Forum program has taken on many changes over the years, the ultimate goal has been and continues to be the building of intellectual enrichment of students.

Simpson Forum provides an opportunity to the Simpson Community to explore a diverse array of subjects within and outside of their discipline. The program is essential to developing students into active and engaged citizens within their communities.

Simpson Forum will continue the tradition of bringing high-quality speakers, performances, and an atmosphere that challenges the community to explore themselves and the communities they reside in.

2

Proposal Procedures and Guidelines

- To begin the Forum proposal process, proposers need to complete the official Forum proposal document. This document is sent out each June with the call for proposals. It can also be obtained directly from the Forum Director. Proposals must be remitted 30 days prior to the event for approval.
- If an honorarium or travel reimbursement is desired, proposers should review the general fund honorarium schedule prior to submitting the form. Requested amounts exceeding \$200 require a contract to be issued through the Office of Academic Affairs (the Forum director will coordinate with the Office of Academic Affairs to develop and send out the contract.)

Amounts outlined in the honorarium schedule are subject to negotiation and can be revised depending on the event as well as the condition of the budget. Amounts approved for honoraria are intended for payment directly to the speaker. The Forum Director will approve the final amount for each event.

- Once the application is complete, proposers should e-mail or send a hard copy of the completed document to the Forum Director for initial consideration. The Forum Director will respond if additional information is needed. Although most events are approved, they can be subject to denial due to an inability to fund the event or a conflict of dates with other events for example. A maximum of two Forum events are allowed per day and must be staggered by a minimum of two hours.
- If approved, the Forum Director will notify the proposer confirming the terms. In addition, an e-mail will be sent via conferences confirming the time, date, and location.
- All Forum events will be posted on the Simpson Forum calendar located on the Simpson website. Annual endowed lectures and traditions appear in a separate section of the website to distinguish them. The Office of Forum promotes events throughout the semesters through the on-line calendar and social media. General Forum events will appear in the daily events e-mail sent through Information Technology. Prominent events promotion is reserved for major lectures and the Small College | Big Questions series. **It is ultimately up** to the proposer to encourage attendance of their events outside of major lectures.

3

Roles and Responsibilities of Proposers

Forum events may be proposed only by faculty, staff and administrators of Simpson College. Students may assist in the production of Forum events; they may not propose them. The faculty representative of the student must provide the proposal.

Proposer Responsibilities:

- Commit to attending the event as a representative of Simpson College. The Forum Director will not attend all events under the label of Forum. Proposers are responsible for coordinating introductions of speakers during their events.
- Provide an address, email, and brief background of the speaker/group if a contract is necessary. In addition, Proposers must follow up to obtain the signed contract and applicable IRS paperwork for payment if necessary.

Please note that the Forum Director will remit the check request the week prior to the event to Accounts Payable (Wednesday – 12:00 p.m.) If the necessary paperwork is not obtained by the deadline, the check will not be issued until after the event.

- Provide the Forum Director with the top three venue choices, of which the Forum Director will confirm with conferences. An e-mail will be sent to all parties once the room is reserved.
- Provide the Forum Director with a description of the event for website promotion.
- Promote their event with other faculty, staff and administrators on a targeted and campus-wide basis. The Forum Director can provide suggestions for promotion and has an undergraduate assistant who assists in social media efforts.
- Obtain audio- and video-recording releases.
- Coordinate venue preparation. The following are parties to contact for preparation (please note that venue set up should be coordinated at least one week in advance of the event):

- a. For events held in Kent Campus Center – contact the front desk at Kent to set up the room. For additional needs in Kent (i.e. room decoration), please contact Campus Services. The staff at Kent Campus Center has an online form that is required for room set up.
- b. For all other events, contact Campus Services for venue preparation.
- c. For special technology needs, contact Information Technology Services.

4

Honorarium Scale

Simpson Forum General Fund Honorarium Schedule

Tier	Amount	Purpose	Qualifications
Tier 1	\$100 - \$200	General discussion relating to a specific topic. Geared towards a specific class for example, but open to the community.	Must be recognized as having expertise in the area or on the topic. Academic or public qualifications preferred.
Tier 2	\$200 - \$300	Public discussion/performance outside of an individual class relating to a topic or issue. Geared towards the community as a whole.	Must be recognized as an expert on the topic. Academic or public qualifications preferred.
Tier 3	\$500 or Above	A headline event open and heavily promoted by the campus as a whole. Preference to performance events / collaborations with performance. Individual(s) must consider classroom visits in addition to their general speaking engagement and/or performance.	Must be highly qualified – educated, licensed, or possessing experience in the area. Published books or other speaking engagements / appearances in the national media a plus. Must be recognized as being an expert by peers.

Note: Amounts are dependent on remaining funds in the general budget. Amounts are not final, but merely a benchmark to be utilized by the Director of Forum.

5

Other

- The Forum program will pay only for reasonable speaker honoraria and travel. The amount is subject to the honorarium schedule and decision of Forum Director. Honoraria and travel will be paid directly to the individual speaking.
- The Forum program does not provide funding for posters or other print materials. In addition, it does not cover food or drink for events. These costs must be covered through other sources.
- Proposers are encouraged to assign students or offer extra credit to attend events. SC 101 instructors are particularly encouraged to assign or encourage student attendance as a means of connecting new students with the intellectual life of the college. In addition, proposers are encouraged to coordinate with outside groups who might have an interest in the event.
- In the case multiple Forum events are requested for a particular course or program, funding will be limited to two.
- Forum events are successful when there is an open and active line of communication between the proposer and Forum Director. Timely submission of all information for events as well as taking personal responsibility for promotion will lead to a positive experience for proposers.
- Forum events can be located on social media at:
 - www.facebook.com/SimpsonForum - Facebook
 - @SimpsonForum - Twitter