



## **SPEAKER GUIDELINES**

AIMS highly values the many outstanding speakers who present to AIMS audiences every year. Each speaker brings a wealth of experience and expertise and therefore deserves wide latitude in deciding how to present his/her materials and point of view. AIMS typically does not screen presentations in advance. We do, however, expect speakers to abide by these few important guidelines.

1. AIMS respects diversity and does not discriminate on the basis of race, religious creed, ancestry, sex, national origin, sexual orientation, or handicapped status. Moreover, AIMS schools are increasingly diverse, as are participants at AIMS events. AIMS speakers must be sensitive to this diversity in their presentations and materials.
2. Unless in response to a direct question, a speaker may not advertise his/her product or service.
3. A speaker may not use an AIMS member school or employee as an illustrative example in a presentation, unless the speaker has obtained advance permission from the School or employee.
4. When relating stories and anecdotes, speakers must protect the identities of people and institutions.
5. A speaker should not use participant email addresses except for purposes directly related to the AIMS presentation.