



101 Columbia • Aliso Viejo, CA 92656

Speaking Request for President/President-Elect

Requested Speaker: _____

Requested Topic(s): _____
(Include description and time frame)

Chapter/Organization: _____

Contact Person _____

Address _____

Phone _____

Email _____

Event Title: _____

Event Location: _____

Requested Dates: _____
(Please include times
for the presentation and
any other activities,
(i.e. town hall meetings, dinners, etc.)

- The Honorarium is a \$500.00 minimum for the Keynote speech (\$250.00 minimum per additional breakout session, including fireside chat).
- Please prepare the Honorarium check, ahead of time, to present to the speaker on the day of the event.
- The Speaker will provide an Honorarium Transfer Form, with a copy to the chapter and will submit the form and the payment to AACN.
- All travel expenses (hotel, ground transportation, and meals) for the speaker will be paid by the chapter/organization and will be billed for, by AACN, after the event.
- Airline reservations will be made by the National office and the chapter will be billed for the cost of the airline ticket.
- All requests need to be made a minimum of 45 days in advance and all payments need to be submitted 30 days from invoice date.
- **Please make all checks payable to AACN.**
- Upon confirmation, please contact Kim Nesbitt for necessary materials required for Continuing Education credit.

Please submit this completed form to Kim Nesbitt at kim.nesbitt@aacn.org . If you have any questions, she can be reached at 949-362-2000, ext. 307.