Thank you for your interest in the Northern California Rheumatology Society’s (NCRS) Physician Speakers Bureau. One of the missions of the NCRS is to provide free educational seminars in the form of public discussion groups, forums, panels, lectures in Senior Centers or Community Centers to the general public to increase the awareness of over 100 types of arthritis and their specific treatments. Our speakers are board certified, practicing rheumatologist from around the San Francisco Bay area.

PHYSICIAN SPEAKER BUREAU COMPOSITION
Our physician speakers are experts in the diagnosis and treatment in the various forms of arthritis, participate in arthritis research, and are very knowledgeable about ways to safely and effectively use physical activity to manage pain and stiffness, complementary therapies, ways to improve quality of life and tips for living actively and fully with arthritis. Our speakers are also experts in osteoporosis and auto-immune diseases like lupus, scleroderma, vasculitis, myositis and Sjogren’s syndrome.

THE PRESENTATION
Each physician speaker creates their own presentation that generally includes an overview of a few of the major types of arthritis, components of a comprehensive treatment plan and an introduction to safe and effective forms of physical activity for people living with arthritis. If you have a specific topic you would like the speaker to address, please note it in your request.

COST
This is no cost for this service, but we do ask that you assist us with the following:

- Submit a completed Speakers Bureau Request Form (which includes signing this page below).
- Personally contact your assigned speaker to discuss logistics. Provide any additional information regarding parking, public transportation and/or how to find your building and the room.
- Advertise the event.
- Order any desired brochures at least two weeks before event by submitting a Speakers Bureau Literature Request Form (1 per person, maximum of 3 titles).
- Confirm with the speaker several days/one week before the event.
- Ensure all audience members sign in using the Speakers Bureau Sign-In Sheet.
- Complete the Speakers Bureau Follow Up Form.
- Submit the Sign-In Sheet and Follow-Up Form to the Director of Community Programs within two weeks of the engagement. NCRS must report the number of people reached at educational events to maintain funding.

LEAD TIME
The NCRS requires at least one month to six weeks lead time to find an appropriate speaker. If you have a specific date/time that you are requesting, as much advance notice as possible would be appreciated. As you can imagine, our physicians are very busy and it is sometimes difficult to coordinate schedules.

AUDIENCE SIZE
An audience of thirty (30) or more is preferable. Please consider collaborating with other organizations, facilities, government agencies to bring together a larger audience. Organizations that can guarantee larger audiences will be given priority though smaller groups will not be declined if presenters are available.

MAKE A REQUEST
Complete ALL the highlighted boxes; requests with information missing will be considered incomplete. Please complete this form on your computer and return it as an attachment via email it to norcalrheumatology@yahoo.com, subject “Speaker Program.”

By signing here, you attest that you have read the above and agree to comply with the conditions under the COST section.

<table>
<thead>
<tr>
<th>Contact’s Signature (you may type your name to serve as a digital signature)</th>
<th>Date</th>
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Please fill in **ALL** boxes. Incomplete forms will not be considered. If you do not have a preference, please write “n/a” in that box.

### Requestor's Information

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<th>Requesting Organization</th>
<th>Address</th>
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<th>City/State/Zip</th>
<th>Contact Name</th>
<th>Contact Title</th>
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<tr>
<th>Contact's Phone</th>
<th>Contact Email</th>
<th>Organization’s Website</th>
<th>Who referred you?</th>
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**Type of Organization**  
Choice can be made by highlighting your choice in bold or underline.

- Company  
- Government Agency  
- Senior Center  
- Senior Residence  
- School  
- Medical  
- Community Center  
- Life Improvement Series Site  
- Civic Organization  
- Other (please explain): ___________________________________________________________________

### Event Logistics

**Event Date/Time Frame**  
At least one month from date of request. We have to coordinate with our physicians’ schedules, so as much lead time as possible is requested.

<table>
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<tr>
<th>Event Name</th>
<th>Event Time</th>
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<td>Indicate if you’re flexible for evenings or Saturdays as that will make it easier to find a speaker.</td>
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**Event location, phone, & website**  
*If different from above*

**Directions/Parking Information/ Public Transportation/Accessible for those with disabilities?**

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<tr>
<th>What equipment can you provide the speaker?</th>
<th>LCD Projector &amp; Screen</th>
<th>Laptop</th>
<th>Lectern</th>
<th>Easel &amp; Newsprint or Dry Erase Board</th>
<th>Overhead Projector</th>
<th>Microphone (lavaliere or hand held or stand)</th>
<th>Electrical outlet near table?</th>
<th>Yes</th>
<th>No</th>
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### Presentation Details

**Type of Speaker Requested?**  
Choice can be made by highlighting your choice in bold or underline.

- AF Staff  
- Person with Arthritis  
- Medical/Allied Health Professional  
- Arthritis Researcher/Scientific  
- Life Improvement Series Instructor (land or aquatic)

**Presentation Length**

Time allotted. Indicate if this amount includes Q&A as well

<table>
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<th>Topic Requested</th>
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**Event Schedule Details**

What will happen before/after speaker?

* # of Attendees  
  Guesstimate. Should be 20+

**Target Audience Description**

General demographic info (age-range, gender, primary language, etc.) so presentation may be tailored to group.