



Engaging Speakers at ARC Events - Policy and Procedures

1. Purpose

- 1.1 The purpose of this policy and procedure document is to provide guidance on the process of engaging speakers for events organised by the Academic Registrars' Council (ARC). Speakers play a crucial role in delivering inspiring and informative content, thereby enhancing the quality and impact of our events.

2. Policy Statement

- 4.2 ARC is committed to ensuring that speakers at our events align with our values, mission, and objectives. We aim to provide a platform for individuals and organisations who can inspire, educate, and motivate our members while maintaining the highest ethical standards. The views and opinions of speakers are their own and do not necessarily represent the views of ARC or its membership.

3. Scope

- 3.1 This policy applies to all events organised by ARC that involve speakers.

4. Criteria for Speaker Selection

- 4.1 The following is provided as guidance for ARC Executive Committee members when considering who to invite to speak at either a Conference, Council or Practitioner Group meeting:

Expertise and Relevance:

- 4.3 Speakers should have relevant expertise, knowledge, or experience in the subject matter of the event.

Ethical Considerations:

- 4.4 Speakers must agree not to include content that could lead to inciting hatred and violence.
- 4.5 Any conflicts of interest or potential biases must be disclosed and addressed.

5. Events

- 5.1 The ARC Executive will identify potential speakers through research and recommendations.
- 5.2 An official invitation will be extended to the selected speaker(s) with clear event details and expectations.
- 5.3 Terms of engagement, including travel arrangements/expenses, will be discussed, and agreed upon in advance.
- 5.4 Speakers will be asked to confirm their participation in writing.
- 5.5 ARC will work with the speakers to ensure they are prepared for the event.
- 5.6 Speakers will be provided with the necessary support and resources to facilitate their presentation effectively.
- 5.7 Speakers and members of ARC are expected to engage with each other in a respectful manner.
- 5.8 Speakers are encouraged to engage and interact with the audience and deliver content that aligns with the event's purpose and theme.

6. Post-Event Feedback

- 6.1 Feedback from attendees both the audience and the event organising team will normally be collected and reviewed.
- 6.2 Feedback will be considered for future event planning and speaker selection.

7. Expenses

- 7.1 Expenses for external speakers, if applicable, will be processed in line with ARC Expenses Policy.

8. Policy Review

- 8.1 This policy and procedure will be reviewed periodically by the ARC Executive Committee to ensure its effectiveness and relevance or following any serious incident or member complaint.

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	ARC Executive	10.07.2026	Approved	Periodically