##

## Utilizing Guest SPEAKERS

PIP Guest Speakers are available to all Newborn and Alumni PIP Groups. Speakers are a value added component for your group, intended to enhance a topic of interest. Since the main goal of the group is for the members to establish a shared-support experience, PIP recommends using no more than two or three speakers during the course of your group.

As a group leader you will have access to a Google document with up to date information about all of PIP's guest speakers. Check the speaker list to determine speakers’ availability and to book them before you let your group know about the possibility. Please don’t inadvertently create the expectation that they’ll have a speaker until you have booked one!

Please read the following guidelines when using speakers and keep in mind that they are busy professionals who are volunteering and have families of their own.

**Guidelines:**

* Please give a minimum of two weeks’ notice when scheduling speakers.
* PIP speakers cannot go to groups outside of the areas, days and times indicated on the list. Please be respectful of this.
* Speakers may leave topic information, biographical information or business cards at PIP meetings and offer the opportunity for group members to sign up for a mailing list.
* PIP Speakers agree not to promote, sell products or charge for services. If a speaker is charging for services, please contact the PIP office. PIP is a non-profit organization and has guidelines by which its speakers must abide. Speakers may talk about their services/products if asked by group members, or in the context of introducing their area of expertise or background. If a speaker is marketing, please inform the PIP office so that we can address this issue.
* Please indicate in your report if you have used a speaker, who it was and if your group enjoyed them or not. If you are unable to reach a PIP speaker or get a response, please let us know.
* If you use a speaker who is not on the list and who may be interested in speaking to other PIP groups, please let us know so that we can continue to maintain and build our list.