

## **AACD Educators Outreach Request**

### **Information from Sponsoring Group/Organization**

1. Request from:
2. Dates including travel:
3. Date of educational session:
4. Content of presentation:
5. Type of presentation (lecture, hands-on):
  - If hands-on, what materials are need for the course:
6. Duration of presentation (hours):
7. Number of attendees:

### **AACD will Provide:**

1. AACD Sanctioned or Branded speaker (depends on content)
2. AACD Logo to be used for this one-time marketing of this course
3. AACD name in additional to sponsoring name for meeting event
4. AACD course evaluation forms

### **Sponsoring Group will Provide:**

1. Hotel nights for speaker
2. Coach airfare (business class airfare for international travel)
3. Honorarium for speaker: Vary depending on days, location, & level
4. AACD name client compensation: \$2500 (100 attendees or less; additional fees for larger sessions)
5. Attendee listing w/contact information

Please return this request to the AACD Credentialing Department for processing at [credentialing@aacd.com](mailto:credentialing@aacd.com).