

Oregon Dental Hygienists' Association

Policy: Speakers 04-01

Program: Conference and Education

Effective date: July 23, 2017

Last revised date: July 23, 2017

Purpose: Oregon Dental Hygienists' Association (ODHA) seeks to provide an inclusive learning environment to support and enhance the dental hygiene profession. High quality, intellectual material presented with the backing of evidence based research, will be provided in a safe learning environment.

Policy: Speaker Code of Conduct
During the course of the event at which he/she participates,

No speaker shall:

- Act in breach of the criminal law
- Discriminate against or harass any person or group on the grounds of sex, race, nationality, ethnicity, disability, religious or other similar belief, sexual orientation or age;
- Defame any person or organization;
- Raise or gather funds for any external organization or cause without expressed permission of ODHA.

Every Speaker at an ODHA event shall:

- Be given preference when the speaker is an ADHA member in good standing if the speaker is a registered dental hygienist.
- Support and promote the dental hygiene profession and the organizations of ADHA
- Represent oneself truthfully, professionally and in a non-misleading manner.
- Act and speak in a most professional and ethical manner
- Provide evidence-based research to support claims when appropriate.

The following procedures will be followed by speakers to the ODHA in respect of:

- Meetings, lectures or other activities, seminars, conferences that involve a speaker and any other event organized by the ODHA.
- The conduct required of all individuals in connection with such events.
- Failure to comply with these procedures may result in further action.
- Additionally, if non-compliance leads to a breach of the law there may be further legal action.

Procedure: Process booking a speaker:

The event organizer will be responsible for assessing the speaker against the following set of questions:

- Question 1: To the best of your knowledge has the speaker previously been prevented from speaking at the ODHA or another professional event?
- Question 2: Is the proposed speaker/theme likely to attract attendance from individuals?

If the answer to Question 1 is NO and the answer to Question 2 is YES, then the event organizer can confirm the speaker and 'book' them to speak at their event or activity and the following steps should be taken:

1. The event organizer should ensure that any speakers have been briefed on Speaker Code of Conduct.
2. The event organizer must fill out speaker request forms and submit to the association manager.

(Speaker request form to be attached here – form should include the code of conduct and the lost/stolen/damaged items clause)