

Recommendation
of a
Visiting Speaker
under the
ASM Visiting Speaker Program (VSP)

Background

This form is to help provide suitable information to enable the VSP Coordinator, and then State Branches and VSP representatives, to assess your recommendation.

The purpose of the Visiting Speaker Program (VSP) is to provide a mechanism by which presenters may be supported to visit a number of State Branches to present on topics of interest and relevance to the ASM membership. It may also be a means of providing an interface between the Society and the broader population, through media opportunities, public lectures or similar means that will enhance the reputation of the Society.

It is recognised that at the early stages of planning, some aspects may be somewhat uncertain. However, we appreciate you taking the time to provide as much information as possible in order for us to appreciate the recommendation being made.

The person making this recommendation will not be required to manage the Visiting Speaker's itinerary.

**The person completing this form must be a member of the
Australian Society for Microbiology.**

Nominations/recommendations can be made throughout the year

Eligibility criteria

Sufficient notice must be provided, for the Society and its representatives to be able to assess this recommendation. Planning for these tours by a visiting speaker is time-intensive and must undergo a series of approvals. Aim to allow four months ahead of the planned travel.

This program does not provide financial support towards international flights and accommodation. It is solely for the support of visiting speakers for travel and accommodation within Australia.

This program does not provide financial support for speakers from (or on behalf of) a commercial company, promoting (directly or indirectly) commercial product(s).

A VSP must visit at least three sites in Australia. Of these three sites, at least one must be in Australian Capital Territory, Tasmania, South Australia, Northern Territory or Western Australia.

The recommended site visits are used as a guide *only*; the VSP Coordinator, State Branches and their VSP representatives will determine the final makeup of the program based on the support received from the Branches for the recommendation.

Financial approval for the program will be determined by the National Scientific Advisory Committee (NSAC).

ASM National Office will make the bookings for the trip.

Assessment criteria

The recommendation will be assessed in the first instance by the VSP Coordinator, then by State Branches and their VSP representatives, based on the following:

- a) The CV of the recommended speaker.
- b) Supporting information provided to the nominee's speaking acumen.
- c) The relevance of the proposed topic(s) to be presented by the visiting speaker to the membership of ASM.
- d) Any other value the speaker may bring to members of the Society, and the Society as a whole.

If the recommendation requires more information, the nominator will be contacted for such. A timely response is necessary for the recommendation to proceed further.

If the recommendation is considered favourably, the nominee (and the person making the recommendation) will be notified in writing of the proposed itinerary.

If the proposed itinerary is agreeable to the nominee, a funding application will then go immediately to NSAC for approval.

Management of the Visiting Speaker's program will be through National Office, the VSP Coordinator, and the participating State Branches. The person making this recommendation will not be required to manage the Visiting Speaker's itinerary.

Part 1 Visiting Speaker Details

Recommended by (printed name): _____

Email address: _____

Phone: _____

Visiting Speaker Name: _____

Curriculum vitae (*Attach*). *Or, insert website link* _____

ASM Division(s) relevant to the topics of the Visiting Speaker _____
(*include relevant SIGs where appropriate*):

Proposed Dates: _____

Proposed topic(s) to cover (include proposed title(s) if possible): _____

Please provide a web link to footage of the recommended speaker presenting (preferably speaking to these topics: (eg, Youtube link) (if no footage available, please indicate 'no footage available')

Optional (if you have information in this regard, please provide):

Proposed State Branches to visit: _____

Please indicate the reasons why these Branches have been recommended: _____

Other Comments:

Please forward your completed form to:
ASM National Office
(admin@theasm.com.au)

Visiting Speaker Program recommendation form