Welcome!

Learn something new today... with NOVA’s Speakers Bureau!

Northern Virginia Community College is pleased to present its 2010-2011 Speakers Directory. This handy guide lists more than 50 faculty and staff members who are eager to share their knowledge and interests with members of your organization.

NOVA’s Speakers Bureau is an educational service available to those in our community who are members of groups such as:

• Civic associations
• Business and professional societies
• Schools and clubs
• Government organizations
• Religious groups
• Other community gatherings

All members of NOVA’s Speakers Bureau have either a personal or professional interest in the field they represent and welcome the opportunity to bring new ideas to your next meeting or event.
How to Select and Schedule a Speaker

Choosing a speaker is easy if you follow these simple steps:
1. Identify a topic of interest for your organization or club.
2. Select a first-choice speaker and two alternatives (in the event that your first choice is unavailable).
3. Complete the speaker request form provided on page 3 at least four weeks before your event.

NOVA’s Office of Public Information and Publications will then contact the speaker and schedule the event. A confirming call will be made to you with the speaker’s name and phone number. Any additional arrangements can be made directly with the speaker.

Your organization will be asked to return an evaluation form, located on page 43, after the presentation. We hope you will take a moment to complete the form so that we can continually improve this service.

Although NOVA operates its Speakers Bureau as a free public service, a small number of our speakers may require a fee for supplies, presentation materials, or travel outside of the immediate area.

If your organization is interested in a topic that is not listed in this directory, please call us at 703-323-3196 and we’ll try to find someone who can meet your specific needs.

Reminder: Please contact us at least four weeks in advance of your event when requesting a speaker!
NOVA Speaker Request Form

Please submit your request for a speaker at least four weeks prior to your event.

Your name: _______________________________________
Your organization: __________________________________
Daytime phone: ______________________________________
Alternate phone: ______________________________________
E-mail address: ______________________________________
Date of event: ______________________________________
Time of event: ______________________________________
Location of event: ______________________________________
Number of attendees: ______________________________________
Requested length of presentation: __________________________
First-choice speaker and topic: __________________________
____________________________________________________
Alternate speakers and topics: __________________________
____________________________________________________

Please return to:
Northern Virginia Community College
Public Information and Publications
4001 Wakefield Chapel Road
Annandale, VA 22003-3796

If you need help or additional information, please call 703-323-3196 or e-mail NOVAINfo@nvcc.edu.
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