



INFORMATION FOR ORGANIZATIONS REQUESTING SPEAKING ENGAGEMENTS BY CHARLES CHRISTIANSEN

Dr. Christiansen is pleased to arrange speaking engagements at organizations and universities for commencements, scholar days, keynote presentations and other events. These arrangements are made based on schedule availability. Assuming schedule availability, requests are honored in accordance with the following conditions:

They are booked at least three months in advance.

Requesting/Host organizations agree to prepay or reimburse all travel and accommodation expenses.

In lieu of an honorarium, Host organizations agree to make a contribution to the American Occupational Therapy Foundation for support of programs and scholarships. Dr. Christiansen does **not** accept personal payment of honoraria, but he does advocate for support of the foundation, and his time and effort in preparing and delivering presentations are done in the spirit of furthering the work of the AOTF. Organizations whose policies preclude contributions to charities must arrange for payment to the AOTF as a vendor for contracted services. Typically, this is not difficult.

The expected contribution amounts depend upon what is requested. Typically, a one-hour presentation warrants a minimum honorarium contribution of \$750. For full days of interaction with students and teaching, the expected donation amount is \$1500 per day. These dollars are invested in the future of the profession through support of the foundation's programs. In this sense, generosity is encouraged and the above amounts are guidelines only. Please contact us if your situation precludes a cash contribution of this size, as in-kind contributions are also welcome.

The foundation is happy to assist with arranging transportation and lodging, but local arrangements and prepayment is preferred, where possible. For contracted arrangements where AOTF is paid as a service vendor, we are happy to invoice. Ordinarily, payment is expected within 30 days.

When emailing requests, please provide the following information:

- Name of the requestor or contact person and telephone number
- Description of the event, date, time and duration
- Size of the audience
- Nature and description of the event (for example, our annual scholar day, or the breakfast keynote for the second day of our conference). If the conference title and theme is known, please provide this.

A current biosketch is provided to assist with introducing Dr. Christiansen. It is designed to provide background information from which the person doing the introduction can select items to use in preparing remarks. It is kindly requested that introductions excerpt only a few appropriate facts rather than use the Biosketch in its entirety. If additional information about Dr. Christiansen is needed, please ask. Photos for use in announcing an event on websites or brochures are available. Please ask if this is needed.

For additional queries not answered in this information brief, please contact Jeanne Cooper, Executive Assistant, at jcooper@aotf.org or call 301-652-6611 x 2550.