

Industry-Funded Speaking Engagement Checklist

As part of the Conflict of Interest guidelines, a written request must be submitted to the Dean for approval to speak at an industry-funded event. The request should be received in the Dean's Office at least 30 days before the event. In an effort to ensure that the Conflict of Interest guidelines are being met, the following information must be included in the written request:

- The date and location of the event
- The name of the event sponsor
- The nature of the presentation
- A statement indicating that the sponsor has no control over the content of the presentation – ghost writing is prohibited
- A statement indicating that neither West Virginia University's name nor logo will be used in the presentation and/or any other printed materials to be used at this event
- A statement indicating that you will be using vacation time for this engagement
- A statement indicating that you will/will not be paid an honorarium. If you will receive an honorarium for this engagement, you must provide the amount and include a statement indicating that you will disclose the payment received via Netlearning. This information is required to ensure that the payment for services must be commensurate to the task and is not excessive.
- A statement indicating that you will recuse yourself from any purchasing decisions in the future with regard to the vendor sponsoring this event
- Signature approval from your Department Chair, stating that the event will not impact your regular faculty duties.

You will receive formal notification from the Dean's Office, within five business days from the receipt of the request, if the request has been approved/denied or if additional information is needed.