

Insurance Requirements for Speakers

The purpose of this memo is to clarify the insurance requirements for guest speakers at the colleges.

Insurance is not required for guest speakers/lecturers performing traditional speaker type activities (lecture, handouts, etc.) with or without a fee (stipend, honorarium, etc.). This includes speakers performing via a virtual platform.

Insurance is required, in accordance with District insurance guidelines, if the speaker:

- Uses District equipment other than projectors, computers, podium, microphones, etc.
- Provides equipment that may result in injury.
- Sells merchandise (books, CDs, etc.).
- Performs interactive activities where audience participates outside traditional lecture.
- If admission is being charged, this will fall under the facility use permit process. This protects the college from loss in the event a cancellation resulting in ticket refunds.