

## **ACET / Vice President Attendance Request Process**

1. If Vice President attendance is required, draft an email to be sent to the VP (cc: Executive Assistant to the VP) for approval.

The email invitation to the VP should include the following information:

- Event Date
- Event start and end time
- Location
- Brief overview of the event
- Identify any key role at the event (if applicable)
- Date as to when remaining material will be received (e.g., event agenda, attendees listing, event briefing, speaking notes)

A copy of the email should be attached to the calendar invitation once confirmation of attendance is provided.

2. If a Vice President and the President are required, please draft an email message to the President, to accompany the invitation to the VP described in item #1. Send the email to the VP (cc: EA to the VP).

The email invitation to the President should include the following information:

- Date
- Event start and end time
- Location
- Brief overview of the event
- Identify any key role(s) at the event (if applicable)
- Date as to when remaining material will be received (e.g., event agenda/order of proceedings, attendees listing, event briefing, speaking notes)

Following Vice President approval, a calendar invitation with event details, will be sent to the President from the VP's calendar.

3. If all ACET members are required, please draft an email message to accompany the invitation described in item #1 above and send the details via email to the VP (cc: EA to the VP).

The email invitation to ACET should include the following information:

- Date
- Event start and end time
- Location
- Brief overview of the event (this is so ACET can make an informed decision as to whether or not they are able to attend).
- Identify any key role(s) at the event (if applicable)

- Date as to when remaining material will be received (e.g., event agenda, attendees listing, event briefing, speaking notes)

Following VP approval, a calendar invitation with event details, will be sent to ACET from the VP's calendar.

4. If ACLT attendance is required, please draft an email message to accompany the invitation described in item #1 above and send the details via email to the VP (cc: EA to the VP).

The email invitation to ACLT should include the following information:

- Date
- Event start and end time
- Location
- Brief overview of the event (this is so ACLT can make an informed decision as to whether or not they are able to attend).
- Identify any key role(s) at the event (if applicable)
- Date as to when remaining material will be received (e.g., event agenda, attendees listing, event briefing, speaking notes)
- Following VP approval, a calendar invitation with event details should be sent to ACLT from the Director's calendar.

5. Speeches, Remarks, Scripts, and Written Pieces (to the VP Office – due to Communications Office – 8 days in advance to the event – at least 10 days in advance to VP Office (please see below \*\*))

In keeping with a request from the Communications Office, please forward the draft of the above noted item to the VP (cc: EA to the VP) at least two days in advance of the submission to the Communications Office (8 days in advance to the event). This email should include all event material (above noted item, order of proceedings/agenda, attendance list, event scenario, date as to when remaining material will be received, etc.)

The Office of the VP will return the material with any edits/comments included via track changes for your update and furtherance to the Communications Office.

\*\*Kindly note that the Administrative Assistant to the Director should reach out to the EA to the VP to specify when this material would be forthcoming to the Office of the VP so that time may be blocked off in the VP's calendar allowing time for review.

In keeping with a request from the Communications Office, and to ensure effective and aligned messaging, drafts of the above noted items should be reviewed by the Communications Department at least 8 days in advance of the event or publication. This timeline allows for review and editing, if necessary, after the material has been reviewed by the VP.

The Communications Office will forward the final material to the President's Office.  
Please ensure the VP Office receives a copy of the final material.