



Campaign Checklist

The following list is things to consider annually when agreeing to speak at HealthPartners workplace campaigns. All requests for you to send us your headshot and biography can be sent to the Volunteer Steward, Jeanne-Armelle Uwiringiyimana at juwiringiyimana@healthpartners.ca.

- ✓ Sign the Acknowledgement of the Volunteer Handbook form
- ✓ Sign the Consent to Collect Personal Information form
- ✓ Sign the Photo/Video Consent form
- ✓ Complete the HealthPartners speaker's training
- ✓ Prepare your 'script' / story
- ✓ Send us your headshot photo
- ✓ Send your biography
- ✓ Indicate your availability as an impact speaker to the Member Steward
- ✓ Build and send us your slides on the provided HealthPartners template (if using slides)
- ✓ Download the HealthPartners virtual background and upload to virtual platforms like Teams and Zoom, Google Meets etc.
- ✓ Add the email address: presentations@healthpartners.ca to your safe senders list in your email (all speaking requests will come from this email address)
- ✓ Familiarize yourself with the travel reimbursement policy and forms
- ✓ Reach out to the Volunteer Steward if you have any questions regarding this information