

## **NEED A SPEAKER OR MATERIALS ON OUR PROGRAMS FOR YOUR GROUP?**

### **Program Materials**

While almost all of our material is available for downloading from our web site, we realize that sometimes you need paper copies for meetings or conferences. All of our program materials can be packaged and mailed (or FEDEXed) to you for use by your veterans group, spouse's organization, or VA staff. Call 303-331-7500 and ask to speak to our Public Affairs officer. Please give us at least 30 days notice, especially if you need more than 100 copies of any publication.

### **Speakers**

We believe it is in your best interest to have a person from the HAC come to your meeting and talk about our programs rather than trying to get by with a local speaker. Though we can't come to every meeting of every organization around the country, we will do our best to meet your needs.

*For Groups Under 100:* For small groups, you have several choices on how we meet your needs.

If you will open your scheduled meeting to others in the surrounding area, we will send someone to your meeting. We will take care of inviting eligible beneficiaries in the surrounding area so long as you give us 90 days notice.

If you cannot open your meeting to others, or if you give us less than 90 days notice, we do not normally send a representative to your meeting. We will make our presentation via phone hook-up or video teleconference and send you the presentation ahead of time so your group can individually follow along.

*For Groups Over 100:* We honor requests to come to your meeting based on first come, first serve. So let us know as far in advance as possible. We normally do not ask that you pay for our speaker to attend your meeting, in fact, because we see these engagements as an important part of our mission to inform current and potential beneficiaries we will pay the cost of travel and lodging. We ask that whenever you can, that you allow us to invite other beneficiaries in the local area to the presentation.