

Learn How To Be A Self-Advocate Consultant



Have you ever been asked to be a speaker?

- There are many tips written about being a speaker.
- There is also lots of information about how to manage the money you get from being a speaker.
- **This presentation was created by self-advocates. It is our advice on things to think about when someone asks you to be a speaker.**

#1 - Am I getting paid for this?



If Someone Asks You to Be a Speaker, or Be On a Panel or Committee:

- 1. Say thank you. Tell them how important it is to include people with disabilities.**
- 2. Ask - Am I getting paid to do this? Or are you asking me to volunteer my time.**

#2 Get the Basic Details.

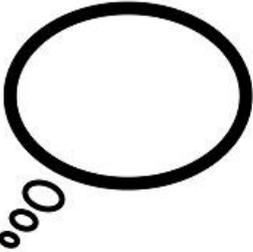
Before You Decide to Do This Job Find Out:



- **When?** Get the date and time. If it is a committee, find out when you start going and when you stop going.
- **Is it Online or in Person?**
- **How Many Hours Do I Need to Work to Prep?** Get help to estimate how many hours you will need to prepare. Ask if you need to read anything to get ready. Ask how many pages you need to read.

#2 Get the Basic Details.

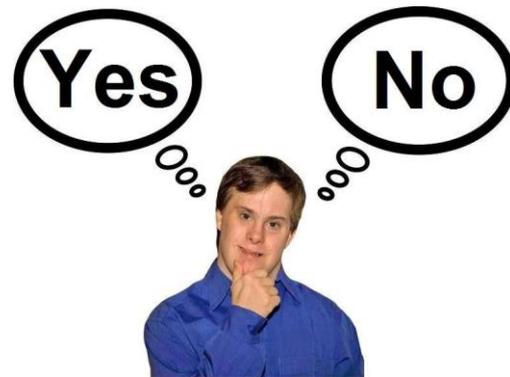
Before You Decide to Do This Job Find Out:



- **What?** Find out what the event is all about. What do they want you to talk about. Ask yourself if you are interested in this topic. Is this important to you.
- **Who are these people?** Is this a group you know? Do you like to work with them? Do they believe in self-advocacy? Ask yourself if it is important to spend time with these people to promote self-advocacy.

#3 Make a Decision

- **Do You Want to Do This?**
- **Are You Available?**
- **Do You Have the Time to Prepare?**
- **Do You Have the Help You Need to Do This?**
- **Do You Like Working With These People?**
- **Is It Important to Self-Advocacy?**



#3 Make a Decision - And Tell Them Your Answer



You need to decide and tell people your answer by 1 WEEK.

**Do Not Make People Wait
a Long Time for Your Answer.**

When they ask you to speak. Tell them **WHEN** you will let them know your answer.

For example, "Thanks for asking me to speak. I will let you know by next Friday if I can do it."

#4 - Get Everything in Writing



Ask the people you are working to please put all the details in writing and email them to you. Here are a few things to include:

- Date and time of event
- How much you are getting paid
- What they want you to do
- How long do I speak
- Who am I talking to

If You Are Speaking - What Will You Talk About

Ask the person or group to make a list of:

- what they want people to get out of hearing you speak
- what they want people to learn from you
- what are their "learning outcomes"

Insist that they send it to you in an email.

They will try to just talk about it with you.

Thank them for sharing and then ask them to put it in writing. This is very important



Dealing with the Money



- If you get a per diem it is not income and you do not need to report it.
- If you get a stipend for being on a committee (like \$60 or so) you do not need to report to SS
- If you are paid as a consultant you are self-employed. **If you earn more than \$400 for the year, you have to pay taxes.** You should put 15% aside to pay for self-employment.

Dealing with the Money - An example



Let's say, you do a keynote and you get paid \$500

- 15% of \$500 is \$75.
- When you get your check for \$500 you need to put \$75 aside and save it to pay your taxes.
- And just so you know, these taxes are for paying for Social Security and Medicare.

Ask for Help if you need it. Beware, dealing with the business office of a university or the government can be a complete pain.

Before You Put Yourself Out There as a Speaker



- Write a short and long bio about you. It describes what you are good at. It includes work you have done and awards you won.
- Have a headshot - this is a photo of just you, not with other people. Wear dress clothes.
- **Make a list of your accommodations.** What you want people to do to support you.

A Few Tips For Going To Online Committee Meeting

- Ask for an agenda
- Use a laptop to participate not your phone
- Ask for meeting materials to be sent a week in advance
- Ask them to write a summary for any long documents
- Ask them to review the information to see if it is easy to understand



KEEP IT CLEAR

KEEP IT SIMPLE

A Few Tips For Getting Ready to Write Your Speech



- Look at what they want you to talk about
- find speeches you already did and see if you can use any of your comments
- If this is a new topic that you have never talked about before, decide if you need help and who can help you
- have a way to keep track of what hours you are working

A Few Tips For Writing Your Speech



- Look at what they want you to talk about
- make a list of all the important points you want to say
- Share what you wrote with a supporter
- Practice your speech
- Time it.
- Add text or delete text until the timing is right.