

## **The Role of the Islamic Centre of England for Speaker Selection at functions**

Below are the requirements and procedures for the selection of speakers to deliver talks at functions organized by the Islamic Centre of England:

1. Speakers need to show appropriate qualification and/or experience to determine their expertise in the topic they are discussing.
2. The event organisers need to show due diligence in looking into the background and past record of the speaker to make sure they are suitable for our community.
3. The event organisers need to have a direct conversation with the speaker to have assurances that the talk will remain on-topic and will not contain any content that is deemed inappropriate for our community.

### **Content deemed inappropriate is as follows:**

1. If content is not approved of from authorized seminaries of Islamic learning.
2. If content promotes hatred, extremism, violence, religious/social intolerance or is against the law.
3. If the speaker is known for bad-conduct and their presence harms the image of the organisation.

### **How is the Speaker selected?**

The ICEL Constitution authorizes the Director to choose Speakers for the different functions. Also another Head of departments can recommend the known speakers to the director for their programmes.

### **What are the Speaker's duties?**

The Speakers will talk and have a speech as a missionary of Cultural & Religious in different events such as Conferences, Seminars, Ceremony, Classes and .....

### **Criteria for Speaker Selection**

All of the following criteria must be met for a person to be qualified to speak on events:

- The speaker must have the education, training, or experience to discuss the topic(s) chosen for presentation.
- The speaker's presentation must not seriously and adversely affect the Islamic Centre mission. Examples would include expression that:
  - contradicts or opposes, rather than analyzes or discusses, fundamental Islamic doctrine or policy;
  - deliberately attacks or derides the Islamic Centres and other Monotheistic Religions or its general leaders; or
  - Violates the Islamic Centres and other Monotheistic Religions Educational System Honour Code; or
  - A speaker's presentation that is inconsistent with the Islamic Centre's position on public policy issues may be included as part of an academic conference sponsored by

a university college, school, or department, as long as the presentation is respectful and is balanced by other presentations at that academic conference.

- Unless specifically approved in advance during the clearance process, the speaker must not market or promote any commercial or personal product.

To achieve this goal, to support the educational and religious pursuits of our members of the community and to act as a resource for our members, we consider plenary and concurrent speaker selection a key method to ensure appropriate and relevant educational presentations for identified national conferences and learning events.

1. "Speaker or presenter" is defined as an individual or group of individuals invited to participate in conferences, educational sessions, webinars, classes, in-person lectures, and any other material or communication with the clear purpose of disseminating religious of Islam and the promotion of evidence-based best practices in education.
2. All individuals interested must complete the formatted abstract form in full and submit the abstract within the stated timeframe. If an abstract is incomplete, it will not be considered.
3. ICEL is committed to ensuring the integrity of its scientific, educational and research presentations. The presenting author is responsible for obtaining disclosure information from all co-authors. The presenters are responsible for disclosing the relationship and name of company. All disclosures must be identified on the abstract submission and in presentation materials.
4. The ICEL Board of Directors and Conference Committee Members will complete a blind peer review of all abstracts submitted to determine the merits of each abstract with a focus on motivation, problem statement or purpose, approach, and summary aligned with the interests of our membership and chosen to reflect national representation, a variety of topics and all practice settings.
5. ICEL will notify the presenting/identified author as listed on the abstract form regarding acceptance or rejection by email within a month.
6. If there is any discrepancy or disagreement about whether or not the speaker abstract falls within the outlined criteria, the matter will go to a vote by the ICEL Board of Directors.
7. When determining the ICEL Learning Event format, multiple factors will be considered that include, but are not limited to: speaker availability, corporate sponsorship, topic, length of presentation, and speaker preference.
8. Abstract withdrawal: Once an abstract is accepted, a written request to withdrawal must be submitted to the ICEL no fewer than 60 days before the conference date.
9. All non-sponsored speakers will receive a complimentary one day registration to the ICEL Conference for the day on which they are presenting. An honorarium or travel/accommodation stipend will be provided as determined by the ICEL Board of Directors.
10. All sponsored speakers will receive a complimentary one day registration to the ICEL Conference for the day on which they are presenting. Travel and accommodation costs are not included.