

## **GUIDE TO GOOD PRACTICE IN CREATING & DELIVERING A PROGRAMME OF SPEAKERS**

Now that we are able to update our DIRECTORY whenever we wish, new speakers or topics and other details are added as information reaches us, so you should keep an eye out for changes. Also, in order to minimise misunderstandings and avoid possible confusion, we offer this guide to good practice in creating and delivering your programme of speakers.

1. If possible, book your speakers well in advance of your desired date: indicating date, time and venue, and the topic you would prefer. A year in advance is not excessive, six months is helpful, and at least three months is desirable. This should not deter you, in an emergency, from approaching anyone at very short notice, but it is helpful to all concerned if the person constructing the programme is ahead of the game. If, e.g. in the wake of a sudden cancellation, you have difficulty finding a speaker, contact a member of the Federation Committee, who will certainly try to help you.
2. Engage with the speaker to make sure you understand the nature of the topic and that it is suitable for your group. Speakers will be glad to have this kind of conversation. Agree on the precise wording of the topic. And, most importantly, agree on the time to be allocated: commonly, 50-60 minutes for the talk, and up to 15 minutes for questions. Do not attempt to shoehorn your speaker into a timing which s/he regards as too tight.
3. Identify the journey to be made by the speaker and how they will be travelling. Be as helpful as you can about your location, e.g. by providing a map of the route to your venue. Indicate the likely size of audience; whether there will be a lectern or microphone, who will chair the meeting, and if there will be some preliminary group business to be conducted.
4. Make sure precisely what equipment will be required, and who (the speaker or the group) will be responsible for providing it. It is most likely that the following will be needed: a projector, a laptop, and a USB (a universal serial bus – a device for connecting peripherals to computers); also possibly a screen. It is very helpful if groups can provide these, and many do; but most speakers can provide some or all of the above, if required. It is essential to agree who will provide what.
5. Make a further contact with the speaker in advance of the meeting, preferably a fortnight or so before, to recap on all the arrangements, particularly those relating to equipment. Speakers have been known to forget an appointment or to allow themselves to be double-booked. Safety first may be tedious, but it pays.
6. On the day, arrange for someone to meet the speaker on arrival, show them round the venue and help them to set-up. Offer basic refreshment and ensure water is to hand during the talk.
7. As a matter of courtesy, speakers should be carefully introduced, with an indication of where they are from, brief words on their career to date, how they have developed their interest in the chosen topic, if they have published on it, etc. If this information is not readily available, ask the speaker for it in advance (e.g. during the further contact under 5. above).
8. At the end (after questions) someone (it does not matter who) should formally thank them on behalf of the audience.
9. Payment of the speaker (fee and/or expenses) and any other business with him/her should be concluded before they depart.