



HOST TIPS: INTRODUCING SPEAKERS

Welcome and thank you for volunteering to serve as a HOST for this NACM Conference. NACM relies on its Members and Conference Attendees to serve as HOSTS of the Educational sessions. Your service is very much appreciated, and we offer a few tips to make this a positive experience for you, the speaker and the attendees!

“Every speaker deserves a thoughtful and helpful Introduction. The best introductions help the speaker and the audience establish a common bond.” Toastmasters International

Before the Session

1. Review the Speakers BIOS located on the Conference App.
2. Arrive at least 10-15 minutes before the scheduled beginning of the session and introduce yourself to the speakers.
3. Know how to pronounce each of the speaker’s names and titles before the introduction.
4. Ask the speakers if they have any preferences about the introductions, i.e. does the Moderator prefer to introduce the speakers or would the speakers prefer you introduce them. Or what is one thing about the speakers that the audience should know.
5. Ask the speakers how you can best help them stay within the strict time limits. Would they like you to give them a 5, 10 or 15-minute warning or all of those?
6. Discuss with the speakers that it is very important to always speak into the microphones and ask how you can best help with any questions from the audience.
7. All speakers are instructed to bring a flash drive for their PowerPoint slides.
8. Ask the Speaker if you can help them in any way to make the session interactive and engaging!

Introductions

1. Be brief. Aim for between two -three minutes for the introduction.
2. Identify yourself by name and title, and jurisdiction. And of course, mention how long you have been a NACM Member.
3. Smile and be enthusiastic in tone and gestures.
4. Think about an opening, the body and then the conclusion, so that you can then turn it over to one of the speakers. Decide in advance who will start.
5. Introduce the speakers but don’t read the bios.
6. Use session title and then a very brief description. A one liner is enough.



Livestreaming and Recording

1. Some of the sessions will be livestreamed and recorded. Check your APP in advance to know if you will be hosting one of these sessions.
2. If your session will be livestreamed and recorded the Speaker have been advised of certain tips to follow. You should help the speaker with these tips for the best recording: 1) remove name tags; 2) lapel mics work the best, so assist with a sound check; 3) help with questions from the audience; 4) repeat audience questions so they can be captured for the recording; 5) remember mics are on unless muted off; 6) and remind the speakers there is a live audience to address and engage.

Evaluations

1. Please encourage at the beginning and end of the session that all attendees should use the Conference App to rate the speakers and the session and offer any comments.
2. Let the attendees know how much the NACM Conference planners want to hear their feedback so that NACM continues to offer the highest quality educational sessions.
3. Close with thanking the speakers for the presentation and thank the attendees for joining your session.