



## HOST TIPS:

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, our speakers, and the attendees!

It is also important for you to know, that while you volunteered, you were carefully selected to serve as a host to represent NACM. It is our hope that this will be a first step to continued service for NACM. Please consider this as your invitation to become involved and let us know about your interests.

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

## Before the Session:

1. Review the Speakers **BIOS** located in 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 the speaker’s names and titles before the introduction.
4. Ask 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 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. Remind them to always speak into the microphones and ask how you can best help with any questions from the audience, i.e. do they want participants to ask questions throughout the presentation or save them to the end? If they prefer a questions/answer period at the end, discuss the length (10-15 minutes).
7. All speakers are instructed to bring a flash drive for their PowerPoint slides. Check with them to be sure everything is working. If there are problems with the audio visuals, please immediately contact someone at the registration desk or the education planner. Someone familiar with the hotel A/V will come to assist.
8. Ask the Speaker if you can help them in any way to make the session interactive and engaging!



**Starting the Session:**

1. Be brief. Aim for between two -three minutes for the introduction.
2. Start by identifying yourself (name, title, jurisdiction - and of course, 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.
7. Be sure participants know to ask questions throughout the session or that there will be a q/a session (10-15 minutes) before the end of the session.
8. Remind participants of the importance of the session evaluations and where to find it.

**Livestreaming and Recording (where applicable):**

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 is one of these, note that speakers have been advised of certain tips to follow. You should help reinforce these tips for the best recording:
  - a) remove name tags;
  - b) lapel mics work the best, so assist with a sound check;
  - c) help with questions from the audience by making sure that those asking questions speak into a microphone or that you repeat audience questions so they can be captured for the recording;
  - d) remember mics are on unless muted off;
  - e) remind the speakers there is a live audience to address and engage.

**Evaluations/Ending the Session**

1. Please remind all attendees to 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.