

ELIOT INSTITUTE
Guidelines for Dean for Communicating with Speaker
(Revised 2024)

_____ Contact Theme Speaker to discuss overall theme. Suggest that they begin to consider sub-themes for each day they present.

_____ Invite them to participate at camp to the extent they are willing.

_____ Provide a basic overview about what a typical day at Eliot is like.

_____ Familiarize them with Eliot's culture (i.e. optimal format of morning program, typical give-and-take between speaker and campers, etc.)

_____ Discuss the morning program, discussion groups, meetings in the afternoons with Small Group Facilitators and questions or suggestions they may want to provide for group discussions.

_____ Make sure they are aware we have Canadian and American campers and to consider that in their presentation.

_____ If handouts for their program are needed, offer to provide copy services (the Registrar can handle the actual copying, if the dean gets the originals, either digitally or in hard copy form).

_____ Are there any books or other materials they would like made available for campers to purchase while at camp?

_____ Act as liaison between the Eliot Board and Theme Speaker, when necessary. The board is responsible for contracting with the speaker. Speaker arranges their own travel, per contract.

_____ Identify any specific requests you may have of the speaker and see if they are willing to assist. For example: Sometimes Children's and Youth staff would like to view or listen to the speaker's presentation. Is the speaker willing to be recorded? Is the speaker willing to visit the children's and/or youth program, if requested?

_____ Update the speaker on any plans that will affect them.

_____ Contracting with the speaker can occur as much as two years before the camp at which they will speak. When discussing the program topic with the speaker, make clear that they should discuss with the deans any major substantive changes in the program topic that the speaker is contemplating that deviate from the program description in camp marketing.

Helpful Hint: The Deans for Winter 24/25 wrote a "[Eliot context for speakers](#)" document which covers all these topics and which you are welcome to use or adapt.