

## Speaker Engagement Script

This is the most important task of the whole conference! We need to keep our speakers happy so they will do a great job presenting and so that they will be willing to come back again. It might not make sense to share all of this in the first phone conversation.

### New Speaker?

Determine if the speaker has presented at our conference before. If not, Explain that the conference is free to participants. Explain that the church budget is very limited and that we endeavor to minimize expenses. Lodging can be provided in a church member's home. Explain how the day will go..

### Presentation Topic(s) and Scheduling

Work with speaker to determine specific topic(s). Some speakers will point you to a website or send you an email with their available topics, you can share this with the Speaker Committee Leadership to determine what would be best for the conference.

Would the speaker like to speak more than once, same topic more than once, same topic, that needs 2 sessions (sessions are about 50 minutes), different topics (they can speak up to 4 times in the day – however, it is good to try to conserve some time for the roadshow – which is less work for the speaker but also very important to the participants) Determine timeframes for presenting (morning or afternoon) preferred by speaker

### Roadshow

If they are new, explain about the Roadshow. Ask if they would be willing to participate in the roadshow and ask them if there is a specific topic we should identify as their roadshow topic.

### Speaker Information (Needed as soon as you can get it)

Name address, email, etc.

Biography, paragraph about the speaker, their credentials, their genealogy experience, etc.

A photo of the speaker, we have photos of those who have spoken before, ask if they would like to provide a new picture.

### Presentation Information

Presentation Short Description (needed as soon as you can get it)

For each presentation that the speaker will be giving, we will need a short paragraph describing the presentation. This will be used to share the program on the website.

Syllabus Insert (needed by January 30)

Explain that we will provide a paper syllabus, to those participants who pay for the printing. We would like the speaker to provide a 4 page insert for each presentation they are giving. Let the speaker know that we also provide our participants a free download of the syllabus for those who do not want to pay the printing cost.

Check with them that the January 30 deadline for the insert is comfortable for them. Some speakers will already have something. Some will be starting from scratch.

We request that they provide their insert(s) in two forms, MS Word and PDF, if possible, otherwise, MS Word is fine and we will do the conversion.

### Technology Needs

Ask about any needs for displays or technology. (Easels, large table, podium, etc.)

### Personal Needs

Asks about any special personal needs. (Vegetarian, mobility issues, etc.)

### Arrival at the Conference

Let them know ahead of time that they should go to the left side when entering the parking lot and should proceed to the Speaker Lounge where they will find their packet. However, ideally, you will meet them at the door and show them to the Speaker Lounge.

If there is time, show them around the building, alternatively you can just show them the map and point out where they will be speaking. You should be there to guide them to their classroom.

Make sure they know where the bathrooms are.

Let them know that they are invited to sit up front during the opening session.

Many of our speakers have spoken at our conference before, use common sense to gauge how much help they need.