**Some Rules for Introductions**

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A good introduction should make both the speaker and the introducer look good and feel likeable to the audience. The speaker, because of the substance of what is said, and the introducer, via the effective delivery of the introduction.

1. First, do your homework. This consists of:
   1. Read/know his or her CV. Key needed information:
      1. where and with whom they got their PhD (assuming they have one); possibly post-doc mentor and information; and their current appointment title and institution
      2. Awards or honors or fellowships they have received.
   2. If possible, discuss the introduction with the speaker. Ask about how they came to choose the subject matter of their seminar (so you can usefully introduce the subject matter of the seminar if that fits in). Ask “Is there anything you would like me to mention in your introduction?” Ask about their connection to the locale (e.g. have they been to Arizona / Tucson / the UA before?) You can also mine email exchanges you (or the seminar organizer) may have had with the speaker in advance of his/her visit for comments they have made about their talk.
2. Compose the introduction (write it out)
   1. Start by (briefly) introducing yourself. The main point is to introduce the speaker, so don’t overdo it (your name, title and affiliation, is usually enough, followed by an intro/description of the venue—seminar series for a department, stand alone talk by someone etc.). The purpose here is to orient the audience to the context, and it is helpful for them to know who you are. If you are a relatively junior, it’s also an opportunity to let people know you are. If you are a junior person introducing a notable person in the field, it reflects well on you that you are able to introduce the person, so you should make sure to take advantage of that by letting the audience know who you are. If you are a senior person introducing a relatively junior person, it is an opportunity to give that person a boost.
   2. In the main part of the introduction, try to create a mini-narrative. Include:
      1. something notable/interesting/personal about the person (I typically make this the first thing I say about them). Some examples:
         * + “As an ornithologist, I think Dr. Karp was thrilled to visit the birder’s paradise of southern Arizona in April, where he and his wife have already taken advantage of the opportunity to explore the Desert Museum and Sabino Canyon.”
           + “Dr. Wagner’s visit today brings her back to the southwestern U.S. (of which, she tells us, she has fond memories from time backpacking in the Galiuro Wilderness north of Tucson).”
      2. Something interesting/connecting/notable about their academic career or research. E.g.
         * + “It is auspicious that she is presenting her work in the tree ring lab seminar: before she did a deep dive into genomic and evolutionary biology, she received her MA in anthropology from NAU, for conducting archaeological research and a master’s thesis about the social meaning in wood from high elevation trees, in a thesis entitled: …”
      3. Essentials from their CV (note: elements one and two are more important/interesting, if you have them, so you can cut the CV to the essentials to make room for those). The essentials are: (1) PhD advisor and institution (and maybe year); (2) current institution and position; and (3) awards/honors (briefly). If it can be made relevant to a story in elements i or ii, you can make reference to other degrees or experiences (as in the example in ii, above).
      4. An introduction to the talk itself. Be a little creative if you can manage it (as opposed to just reciting the subject matter). If the work has been published, note that and the journal(s). For example:
         * + “As you can see, Dr. Swarts’ talk today is based on work she did on the evolution of Maize, which was just recently published in Science. She will tell us all about that in a moment, but I think it is notable, as we aspire towards authentic interdisciplinary integration, that Dr. Swarts describes the roots of her scientific research in her master’s work in archaeology. “It derives” she says, “from a question I first encountered as a southwest US archaeologist: why did it take so long (over 2000 years) for maize agriculture to establish in the southwestern United States?” Well that takes me beyond my depth, but we have an expert here who can tell us all about it. Dr. Swarts? The floor is yours….”
3. After writing it out, speak it aloud several times to make sure it flows well. Ideally, you would memorize it, so you don’t have to have paper with you, but at least say it several times (possibly revising the text to make it flow more smoothly when spoken aloud).