



# SPEAKER BRIEFING

## Goals

If you are hosting a virtual conference, a webinar or any kind of call with a speaker we put together a speaker briefing that you can adapt to fit your needs. We also included some general tips you can simply copy.

## Goals of the Session

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Value we Hope to Create for the Participants

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Your Role as a Speaker

### Who will participate in this session?

Sessions are going to be recorded and uploaded here.

### What will you speak about?

Time: \_\_\_\_\_  
Duration: \_\_\_\_\_  
Format: \_\_\_\_\_  
Topic: \_\_\_\_\_  
Goal: \_\_\_\_\_  
Materials to prep: \_\_\_\_\_  
Where: (Zoom link) \_\_\_\_\_





## Preparation Check List

### Room

- Make sure that you are in well-lit room
- Preferably no background noise

### Internet

- Make sure that you have a good internet connection
- Get connected at least 15 minutes before your session starts

### Screen sharing

- To share your screen make sure that you first have your presentation open and ready on presentation mode
- Click on the green “Share screen button” at the bottom of Zoom screen and pick the screen with the presentation you would like to share
- To stop screen sharing you will have a red “Stop share” button at the top of the Zoom window

### Presentation

- People read faster than humans can talk, if you would like them to focus on you speaking please keep in mind to keep the slides simple. Your stories should fill the space between the bullet points, therefore use only keywords on the slides that help them to understand your structure and main topics.
- Have the participants do something every 3-5 minutes. Whether it is speaking, reading, interacting with the technology, thinking about rhetorical questions they can think about for a moment. Asking for interaction this consistently makes participants understand that their presence makes a difference.
- Include a slide with your contact details so participants know how to reach you.

In case you have any question we will be available for any kind of support via this email: XX

