

Tips for Planning Guest Presentations

Expert speakers can be a wonderful addition to your event. With extra preparation and support, guest presentations can provide a great experience for both the speaker and the audience. Here are some suggestions to help make things go smoothly:

- When inviting scientists to participate, be clear about their role and the type of experience you are seeking.
- Familiarize invited guest speakers with your expected audience, including anticipated ages, level of background knowledge, or any other demographics that may help them tailor their talk.
- Let speakers know about any expectations you may have related to audience involvement.
- Discuss the content and length of the planned presentation.
- Share the “Tips for Guest Speakers” sheet with your presenter; you might also share some of the other training materials.
- Encourage your invited speaker to use plain language, avoiding jargon and technical terms.
- Discuss details about your facility, including room size, seating style, and audio-visual equipment.
- Ask to review a draft slideshow or notes in advance and discuss the planned presentation together.
- Schedule time before the presentation to work out any audio-visual or logistical issues.
- Prepare questions that may help stimulate audience discussion.