

Session Day Speaker Guidelines

CHOICE OF SPEAKERS

- While you should consider speakers who have done well in prior GNL session days, do not be afraid to look to new candidates or different directions. The idea is to present an impactful session. Review evaluations from previous years for this information. Consider noteworthy newsmakers and leaders in the community. Consider using notable GNL Subject Experts as speakers on session days. Think outside the box.
- Pay attention to gender and other diversity among your speakers.
- If a speaker was used in a different session last year, discuss whether the other session team wants to use them.
- Any proposed duplicative use of speakers should be discussed at an early stage with the CLT.
- Consider use of moderated, interactive panels of speakers rather than a series of single speakers. If there is a topic with more than one viewpoint, make sure the panel presents diverse views. Understand however, that panel management is very important to ensure one individual does not dominate or that speakers do not feed off each other in providing responses and thereby expend valuable time.
- Plan for back-up speaker(s) and schedule changes. Ask each speaker if he/she can provide the name and contact information for a potential back-up speaker.
- Try to secure a dynamic speaker for the end of the session day.
- CLT Lead can reach out to GNL Board Members for speaker suggestions, if necessary.

IN ADVANCE

- Speaker management is vitally important. Know their individual strengths and weaknesses if possible. (i.e. what visuals they rely on, how well they adhere to schedules, answer questions)
- Confirm speaker availability by phone and **in writing**. Calendar early and as soon as possible. Confirm several times, especially a week before the session. Get the home/business address of the speaker. You'll need it when you send thank you notes after our session day.
- Meet speakers in advance and give them specific topics and/or questions. Important that topics are not duplicated. Let speakers know time limitations. Make sure all speakers have received the Greater Naples Leadership Mission Statement and Community Support Policy.
- Please refer to the AV guidelines provided separately in this Handbook. Working with the CLT Lead, decide in advance if A/V technical support is necessary. This is essential.
- Tent cards will be prepared for speakers and panel members by the GNL Office based on the Session Day agenda. If there are speakers not listed on the agenda, please provide those names to the GNL Office two weeks in advance. Pick up the class and CLT cards at the storage locker. Speaker tent cards, GNL guests, and any make up participants from the previous two classes are to be picked up at Bold Solutions. See section VI-A for more information on storage locker and addresses for Bold Solutions.
- Use bus time for speakers if it contributes to the day. Busses are equipped with necessary A/V equipment.
- If applicable, request speakers to identify volunteer needs.
- Speakers can be invited to lunch. This is often a very productive outcome for the Class and the speakers.

SESSION DAY & AFTERWARDS

- Be sure each speaker speaks from a microphone. Even though some speakers say they do not need a microphone, many Class members require amplified sound.
- Ask all speakers to be at session site at least 15 minutes before their presentations.
- Encourage speakers to stay on time, leave plenty of time for Q&A, and to repeat all questions for the class. Introduce them to the Class Vice Chair who will be the timekeeper.
- Pick up a speaker gift from the supply in the storage locker, and present when the speaker leaves.
- Send thank you notes to all hosts, presenters, sponsors, etc., ***within 5 days*** after the session and confirm this with the CLT Lead. If a hand-written note is preferred, send on GNL note cards, available in the storage locker,
- Complete session day binder including . . . and return to HBK for use by next year's session day team.