

TOP SIX TIPS FOR INTRODUCING A SPEAKER

- 1. BEFORE THE INTRODUCTION.** Speak to the person you will be introducing before the event; in person or by phone, mail etc to find out about them. Make sure you don't accidentally steal their opening. You are not the main act !
- 2. REMEMBER.** Your introduction will set the tone for the speaker's presentation, you are in effect starting their speech.
- 3. PREPARE.** Treat your introduction as a mini-speech and apply the same thought to it.
- 4. CONTENTS.** Include details of the person's expertise, achievements and don't forget the title of the talk, if there is one.
- 5. APPLAUSE.** Lead the applause for the speaker or presenter to fill in the gap as they come to the stage.
- 6. CONCLUDE.** Always finish your introduction with the speaker's name.