

Speaker Information Packet Checklist

YOU WILL WANT to provide speakers with key information prior to the event to assist them in preparing for their participation. Typically this will include:

- **Info on the Organization**
- **Overview of the Event:** A copy of the agenda and program brochure
- **Details of Presentation Required:**
A clear brief as to the presentation you are asking them to create and deliver, as well as the duration and timing of it
- **Details of the Event:** Date, time, venue
- **Summary of the Target Audience:** The speaker will then be able to adapt his/her talk to suit the understanding of those attendees
- **Presentation Details of Other Speakers:**
Subjects to be covered by other speakers in your session, and possibly contact information
- **Written Requirements:** What materials you need from them in terms of a biography, abstract, etc., and by when. It is important that you receive this information well in advance of the event so you can include the pertinent info in the program and marketing materials. Set a date according to your schedule and then move it forward by a week to allow for late responses.
- **Audio Visual Needs Form**
- **Clear Directions/Map:** Easy to read and accurate
- **Details of What to Do On Arrival:** Make it as easy as possible for speakers on the day of the event by giving them details of where to go and what to do on arrival
- **Details of Lunch/Hotel Accommodation**
- **Parking Pass, if Applicable**
- **Details of Sponsors, if Appropriate**
- **How and When to Claim Expenses**
- **Contact Details for Questions:** Details of how and when speakers can reach you, including on-site. Also contact info for the moderator for their panel/session.
- **A Feedback Form:** Opinions regarding the success of the event are important from the speakers' point of view as well as the participants', so give them an opportunity to provide constructive criticism