

SPEAKERS BUREAU

Hosting a Volunteer Speaker

Please consider the following suggestions as you prepare to invite a guest speaker to join your class:

- Prepare students well. Set the ground rules regarding appropriate behaviour when guests are visiting the school. Establish purpose. Identify goals and desired outcomes
- Encourage student involvement in preparations. Having students meet and greet the presenter is an excellent start
- Prepare questions in advance. Students should be ready to engage the presenter in an appropriate question/answer period
- Use a follow-up lesson. Highlight things the speaker said, with activities to follow up on key points

Tips for Successful Hosting

- Communicate your request to the IEC on-line
- After phoning the speaker, follow up with a written confirmation to the speaker (and the contact person, if there is one)
- Be sure your speakers knows:
 - The grade, age and number and characteristics of students
 - What materials and equipment are available
 - What materials or props are not allowed (i.e. food samples, animals)
 - Your goals and objectives
 - The topic & how it fits in the course of study
 - What questions the students may ask
 - The length of the class/presentation, the date and time

You may want to advise the speaker to report to the main office. Enclose maps to the school. Include information on parking, rest room and cafeteria facilities.

Be sure to inform the main office, other department members and your administration of the guests visit.

Meet and greet the guest in the main office. You may choose to do this yourself or have a student do so.

The Speakers Bureau is a free resource for educators in the Hamilton Region!

For further information, please contact the IEC by email at speakersbureau@iechamilton.ca or by phone at 905-529-4483.



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