

Supporting your Speaker

The Introduction

A gracious speaker introduction is an AAUW tradition. The tips below are designed to help you prepare to set the stage for your speaker.

- Timing: Speaker introductions should be limited to two minutes (about 250 words).
- Gathering Material: Ask the speaker for a bio or vita. Include only the easiest to understand and most interesting information. Personal facts like family or hobbies may be of interest to members. **The first sentence of your introduction is “Please turn off your cell phone.”**
- Structure: The body of the introduction will come from the highlights of the biographical information. You may find it useful to build your own introduction and ending after you complete the body. The start may be imaginative or straightforward, but avoid “cuteness.” End with a repetition of the speaker’s name, e.g., “Dr. Smith will now speak to us on... Please welcome Dr. Smith...”
- Write it out and practice: Written notes are essential for the day of the speech. Practice will help you time your introduction; cut if you are over two minutes.
- Deliver in a conversational tone, looking up at the audience frequently. Speak clearly and talk into the microphone.

Question and Answer Session

- The microphone will be placed on the stage for your use. Find out how it works before the speech. Turn it on only when needed. If for any reason the microphone fails to operate, ask people to speak loudly or repeat their questions audibly.
- As the session begins ask all questioners to stand when asking questions, to speak directly into the microphone, and **to limit their questions to one**. Watch the time and signal when there is time for only one more question.

Thank You!

- Thank the speaker!