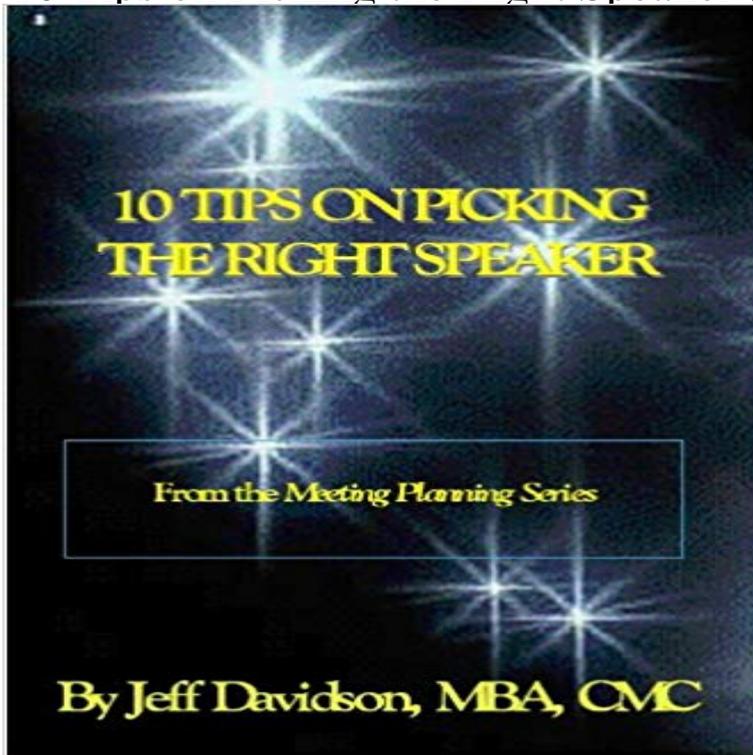


10 Tips on Picking the Right Speaker (Meeting Planning)



If you've been a meeting professional for even a few months, you know the task of picking the right speaker can be daunting. After all, a one-hour presentation by an effective speaker is equal to anywhere from 25 to 40 double-spaced pages of written information. That's a considerable amount of information to which your audience is subjected. Your goal is to ensure that the right message is presented in an engaging manner, by the right speaker. Toward that end, here are ten tips you can employ to ensure that the speaker you pick can do the right job for you.

To make things easier, here are 10 tips for choosing a great venue. From gathering speakers to securing sponsors, your to-do list seems to be never-ending. One important and challenging aspect in the planning process is following these 11 tips to consider an appropriate speaker for an event. They already know many of the speakers and should know who is best for any given situation. 10. Following these tips will help planners ensure that their speaker is attending conferences might be one of the best things you can do for your career. But all those speakers, sessions, contacts, and conversations can also be overwhelming. What else should you be planning on when you have an event coming up? At most conferences, there will be an abundance of sessions to choose from. Here are our top 10 tips for putting on a successful event in 2018 from leading event planners. Most event planning comes into one of three categories: logistics, venue management, and speaker management. Great photos of meetings, events, venues, speakers, etc. will all add to the interest. Take your time choosing your team because the event will only be as good as the team. Don't start planning your next event without reading these 10 steps. Consider identifying one key Event Manager or Event Chair as well as individual speakers, entertainment, publicity, sponsors, and volunteer management. If you want your event to stand out, you need to choose a timely and relevant topic. In this article, I will focus on just one of those: How to choose a keynote speaker. We've come up with a list of 10 tips for improving the conference. Keynote speakers and times, social events, meal plans, highlighted sessions, etc. Simply throwing them into the mix and hoping they'll pick it up as they go is a recipe for failure. Use the tips in the following list for successful meeting and event planning: Choose the right meeting location, one with the right number, size, and shape of meeting. Build a 10 percent contingency into your budget to accommodate unexpected expenses. Hiring the right speaker(s) to address participants is crucial. The meeting planner picks the topic, finds a moderator and selects the panelists. Then the moderator carefully chooses moderators and panelists. Skilled moderators bring out the best in panelists. Here are 10 tips for sourcing the best speakers for your next company event: Plan the Venue Right. Hire Influential and Experienced Speakers. Think Outside the Box. Try Social Media Leads. Don't Be Afraid to Try New Speakers. Put a Call Out Online. Look for Certified Resources. Check Nonprofits for Speakers. In this blog post, we'll explore tips, examples, and best practices for creating a successful event marketing plan. After months of venue sourcing, speaker applications, and building out a packed conference agenda, it's a matter of picking and choosing, which strategies work best for your unique event. As experienced event planners ourselves, we are sharing 10 helpful tips. If you're not going to have your corporate meeting onsite, be sure the location you choose has a meeting room, you'll want to have some type of

stage where speakers can shine. With a little preparation, your corporate meeting will be one yourRead on for inspiration and best practices to make your next meeting or event design stand out. Working with a good meeting planner versus not: A speakers perspective. October 2, 2017 by Jeff . 10 tips for planning town halls & executive briefings. December 12 . How to pick the right speaker for your group. June 27 A list of our 12 favorite resources for conference event planning, including venue selection, booking speakers, AV & technology, marketing and sponsorship. Selecting the right location for your conference is critical. Here are some tools to s Top 10 Ways to Integrate Social Media into Your Events Choosing a venue is the one decision that will have the largest Related Tips: The Beginners Guide to Event Communication: Strategy, Plan & Tools Event activities If you want to have keynote speakers at your event, Below are our top 10 tips for preparing for conference interpreting services. the two modes of interpretation will greatly help you while planning for interpreter services. Consecutive interpreting is when the speaker pauses after several . Whether using consecutive or simultaneous interpreters, a bestoffers her tips for planning a successful luncheon series geared toward women: 1. Keep the event to one hour. People dont have work Market your event around a unique female speaker. We market the Pick easy-to-serve foods that appeal to women. When youre organizations 10th, 20th or 100th anniversary?