

Guest Speaker protocol:

Keep in mind that a guest speaker has taken their time to travel and present information to you that they think would be beneficial. Behaving in a respectful manner will provide the guest speaker a comfortable venue to share their expertise, and will allow your pride and integrity to shine.

Ways to show respect:

1. *SLANT* – Show them you are interested and engaged by *Sitting* up, *Leaning* forward when they speak, *Ask* questions, *Nod* your head when they respond, and *Take* notes. All distractions should be put away including i-pods, cell phones, conversations with friends, PSP's etc. Imagine you are the guest speaker and behave in a manner that you would expect from others.
2. Write down the key information presented by the guest speaker. You may want to refer back to information they provided at a later date and writing them down with provide a resource.
3. Take notes on the speaker's style. Was he/she informative, humorous, did they speak on your level, did they use hand gestures, voice inflection, props, interesting hooks or stories etc.?
4. Come up with good thought-provoking questions that probe deeper into the discussion as opposed to re-stating what the speaker has already said; write down ideas during the presentation and ask them during the Q & A or discussion period.

Guest Speaker's Name _____

Topic of Presentation _____

Speaking Points (take notes on presentation here): _____

Questions for the speaker _____

Speaker's Style – What stood out? _____
