

ACCREDITED SPEAKER PROGRAM



Rules & Application



**WHERE LEADERS
ARE MADE**

ACCREDITED SPEAKER PROGRAM

ELIGIBILITY

To qualify as an Accredited Speaker, an applicant must:

- ▶ be a current member in good standing
- ▶ be an
 - Able Toastmaster
- OR**
- Advanced Toastmaster Bronze
- OR**
- Advanced Communicator Bronze
- ▶ have had a minimum of 25 speaking engagements to non Toastmasters audiences within the past three years of application date

International officers or directors or candidates for those offices are ineligible.

HOW TO APPLY

Send the following to World Headquarters:

- ▶ Completed application form
- ▶ Copies of five letters of acknowledgement from five clients
- ▶ An audio presentation
- ▶ Application fee

YOUR AUDIO PRESENTATION

The presentation you submit with your application must:

- ▶ be 15- to 45-minutes (not including introduction)
- ▶ be an audio recording only — CD or standard size cassette (NO video)
- ▶ be spoken in English
- ▶ be recorded before a live, non Toastmasters audience
- ▶ not involve visual aids (slides, handouts, props, etc.)

Any applications that do not meet all of these requirements will not be accepted.

GUIDELINES

- ▶ Use a professional-quality recording method. The review panel will not consider poor-quality recordings.
- ▶ Record the person who introduces you and your speech. (This does not count toward the 15- to 45-minute time limit, but presentations without a professional introduction will not be considered.)
- ▶ Ensure your presentation has a clearly-defined opening, body, and closing.
- ▶ Submit only one presentation on the CD or cassette.
- ▶ Include your entire presentation on the CD or cassette. Edited (e.g. prerecorded intro or music) or incomplete presentations are not accepted.
- ▶ Label your CD or audio tape with your name, the title of your presentation, and its running time.

Note: Any use of suggestive material or blue humor will not qualify.

SCREENING

Level 1: Audio

The audio presentation functions as a first-level screening of applicants for accreditation. If your application is accepted for the review panel's consideration the panel will appraise your presentation and determine eligibility to proceed to the second review. A four out of five vote by this panel will determine if an applicant advances to Level 2.

Level 2: Live

Applicants who successfully complete the first-level screening are invited to appear before a live review panel at the International Convention at his or her own expense.

Live presentations must be 20 to 45 minutes (depending on available time), and may or may not use visual aids, at the presenter's discretion.

A four out of five vote by the live-review panel will determine the passing of the applicant for this segment of the screening. Decisions by the judges are final. Failure to qualify at either Level 1 or Level 2 cannot be contested.

APPLICATION FEES

- ▶ A non-refundable application fee of \$100 must accompany the Level 1 Accredited Speaker application and recording.
- ▶ If an applicant is advanced to Level 2, there is an additional, non-refundable \$150 fee. (Fees cover all award and administrative functions related to the program.)
- ▶ Applicants who fail to pass Level 1 and reapply later must submit a new audio recording, another \$100 non-refundable fee, and an updated application.
- ▶ Applicants who fail to pass Level 2 may reapply and present again at the International Convention. (The number of times a candidate may try to pass Level 2 is limited to three, after which the applicant must re-apply at Level 1. Repeat Level 2 applicants need not submit another recorded presentation but must submit an additional \$150 non-refundable fee for each Level 2 attempt.

SUBMISSION DATES

Applications for Level 1 may be submitted to World Headquarters between August 24 and November 1 each year. There are no exceptions to these submission dates.

Send all application materials to:

Accredited Speaker Program

Toastmasters International
PO Box 9052
Mission Viejo, CA 92690

BENEFITS AND RECOGNITION

Toastmasters recognized as Accredited Speakers in this program will be acknowledged and awarded in the following manner:

- ▶ letter of commendation
- ▶ ceremonial presentation of a handsome plaque
- ▶ news release sent to selected publications
- ▶ Hall of Fame acknowledgement in the Toastmaster
- ▶ plastic badge bearing the symbol of this prestigious recognition

Visit www.toastmasters.org/astips for tips from past panel reviews.

ACCREDITED SPEAKER APPLICATION



Please Print or Type:

Member No. Club No./Name _____ District _____

Name _____

Address 1 _____

Address 2 _____

City _____ State/Province _____ ZIP/Postal Code _____

Country _____ Email _____ Phone _____

Date of Audio Presentation _____ Audience Group/Speech Purpose _____

ATM/ATMB/ACB verification _____

SPEAKING ENGAGEMENTS

List 25 speaking engagements which you have had outside of Toastmasters within the past three years. You must attach acknowledgement letters from five different clients.

Presentations should include all of the following communication skills areas:

- ▶ Informing
- ▶ Persuading
- ▶ Motivational/Inspirational
- ▶ Entertainment/Humor
- ▶ Seminar/Discussion Leader

Date	Name of Client Organization	Speech Length 20 Min. Minimum
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

Date

Name of Client Organization

**Speech Length
20 Min. Minimum**

9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____



P.O. Box 9052 • Mission Viejo, CA 92690 • USA • Phone: 949-858-8255 • Fax: 949-858-1207

www.toastmasters.org/members

ACCREDITED SPEAKER PROGRAM



BIOGRAPHICAL INFORMATION

NAME _____ CITY OF RESIDENCE _____

BIRTH PLACE _____ BIRTH DATE _____

SPOUSE'S NAME (OPTIONAL) _____ CHILDREN'S NAMES & AGES (OPTIONAL) _____

EMPLOYER'S NAME _____ ADDRESS _____

IF SELF-EMPLOYED OR OWNER OF ABOVE FIRM, PLEASE CHECK HERE _____ E-MAIL ADDRESS _____

Educational and Professional Background

How did you first become interested in public speaking?

Please list any professional organization you belong to and wish us to notify by a news release (please give address for local chapters).

Please list corporate employee publications or others you wish to receive news releases.

Special awards, recognition you have received.



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