



TOASTMASTERS
INTERNATIONAL®

Accredited Speaker Program



Rules & Application

Accredited Speaker Program

Toastmasters International's Accredited Speaker Program recognizes members who already possess and regularly demonstrate expert public speaking skills. The program is not for everyone. Only a handful of members have what it takes to become Accredited Speakers. Less than one-fourth of those who have applied for the program have qualified as Accredited Speakers.

How can you tell if you have the skills necessary to become an Accredited Speaker?

- Do you give public seminars, for which you usually receive a fee?*
- Are you invited by companies and organizations (excluding Toastmasters) to give presentations, for which you usually receive a fee?*
- Are these fees a significant source of income for you?*
- If you work for a company, do you often give presentations for your employer, either to other employees or to other groups or organizations?*

If you answered yes to all of these questions, you may qualify for the program.

HOW YOU WILL BENEFIT FROM PARTICIPATION

Toastmasters International has designed this exciting recognition program for speakers who make major presentations outside of Toastmasters. By qualifying and taking part, you will experience:

- ▶ A greater opportunity to grow in public speaking
- ▶ Recognition as an accomplished speaker who has attained the height of excellence in public speaking skills
- ▶ An opportunity to expand your speaking expertise through the challenge of demanding major public presentations
- ▶ The beginning steps to launch you on a career in public speaking

ELIGIBILITY

To qualify as an Accredited Speaker, an applicant must be a current member in good standing of a Toastmasters club. He or she must also be an Able Toastmaster, Advanced Toastmaster Bronze or Advanced Communicator Bronze. Those members serving as International Officers or Directors or who are candidates for those offices are ineligible.

Additionally, the applicant must have had a minimum of 25 speaking engagements (outside

Toastmasters clubs) within the past three years of application date. Applicants must provide five letters of appreciation from any five of the 25 engagements as documentary evidence of successful presentations.

HOW TO APPLY

Complete the attached application and send it along with the five letters of acknowledgement from the clients, a recorded presentation and application fee to World Headquarters.

YOUR AUDIO PRESENTATION

A 15- to 45-minute (not including introduction) audio presentation (spoken in English and recorded before a live audience, audio tape or audio CD only) must accompany the application. A Toastmasters International review committee will judge the presentation. This recorded presentation must not involve the use of visual aids of any kind, including handouts, and must not be given before a Toastmasters audience. At the next level, a different presentation must be made before a live audience. Applicants will be judged on speech development, audience response, speech value, voice, platform style, word usage and, for live presentations, body language and appearance.

This presentation will function as a first level screening of applicants for accreditation. Following an evaluation of the recorded presentation by the committee, applicants will either be notified of ineligibility to qualify for the presentation before a Toastmasters International panel, or be invited to make the second presentation.

When preparing and submitting your tape or audio CD, be sure to do the following:

- ▶ Submit only a good-quality recorded presentation. The performance you choose to submit should be planned and arrangements made to ensure you have a professional recording.
- ▶ Keep your recorded presentation within the time limits specified by the rules (15- to 45-minutes). If you submit a tape or audio CD that is less than 15 minutes or exceeds 45 minutes in length, it will not be accepted.
- ▶ Use a standard blank cassette tape or audio CD of the highest quality when recording your presentation. Don't use a cheap, dime-store brand tape – these can be destroyed when connected to a high-speed duplicating machine.
- ▶ Keep a backup tape or audio CD of your presentation.
- ▶ If possible, record off of the speaking microphone when recording your presentation. Good sound quality will enable the judges to clearly hear your words and the audience's response. Judges will not consider poor audio quality presentations.
- ▶ Do not record in stereo. Most judges will use portable cassette or CD players when reviewing applicants' presentations.
- ▶ Record the person who introduces you and your speech. (This does not count toward the 45-minute time limit.) Every aspect of your presentation should be professional, including your introduction. A good introduction is extremely important to your presentation, as it prepares the audience for your

presentation and establishes your credibility in the subject area. To insure a good, professional introduction, write it yourself, give it to your introducer and ask that he or she rehearse it.

- ▶ Check your presentation for clarity and effectiveness. Be sure the presentation you submit has an opening, a body and a closing, and is arranged logically.
- ▶ Include all of the presentation on the tape or audio CD. Do not submit edited (e.g. prerecorded intro or music) or incomplete presentations. Also, submit only one presentation on the tape or audio CD.



- ▶ Make sure the tape or audio CD you submit is clearly labeled with your name, the title of your presentation and its running time.
- ▶ On a separate sheet, include the following: Nature of the audience (group or organization), the purpose of your speech and the skill areas used in presentation.
- ▶ Watch your language! Any use of suggestive material or blue humor will seriously hurt your chances of qualifying.

PRESENTATION BEFORE A PANEL

After successful completion of the first level screening, the

applicant will be assigned to appear before a Toastmasters International panel at a regional conference or International Convention, at his/her own expense. The site will be decided by Toastmasters International in cooperation with the speaker. There, the applicant will make a 20- to 45-minute presentation (depending on the time available), spoken in English, to be evaluated. This is to be a seminar and may or may not involve the use of visual aids. It is possible that a qualified applicant may be assigned to a neighboring region, at his or her own expense, to make the second presentation.

As many applicants will be processed as time



permits. Depending upon the volume of applicants and the logistics of scheduling, it may require as much as one full year for an application to be processed and to be scheduled for the second presentation.

The anonymous panel of judges for the live presentation shall consist of five Toastmasters. A four out of five vote by the panel judges will determine the passing of the applicant for this segment of the judging. Decisions by the judges are final. Failure to qualify cannot be contested. However, applicants may reapply and again be judged at a regional conference or International Convention but need not submit another recorded presentation. However, they must submit an additional \$150 non-refundable fee for each second-level attempt. Only one presentation per program year is allowed. If a candidate does not pass the second level after three opportunities, the candidate must submit a new application, another \$100 fee, and a different audio speech, and be judged at the first level again.

APPLICATION FEE

A non-refundable application fee of \$100 must accompany the Accredited Speaker application and recording. If the applicant passes the first level review and is invited to give a presentation at a regional conference, an additional \$150 fee will be required to go forward. This fee is also non-refundable. The fees cover all award and administrative functions related to the program.

Applicants who fail to pass the first level review and reapply later must submit a new audio recording, the \$100 non-refundable fee and an updated application.

DEADLINE

Applications, recorded presentations, acknowledgement letters and the application fee must be received by World Headquarters no later than November 1 for consideration in the program.

Send all material to:

**Accredited Speaker Program
Toastmasters International**
PO Box 9052
Mission Viejo, CA 92690 USA

RECOGNITION

A Toastmaster recognized as an Accredited Speaker under this program will be acknowledged and awarded in the following manner:

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

Accredited Speaker Application

NAME	TELEPHONE NUMBER	E-MAIL ADDRESS	CLUB/DISTRICT NUMBERS
STREET ADDRESS	CITY	STATE/PROVINCE	ZIP/POSTAL CODE
DATE OF TAPED PRESENTATION	WHAT AUDIENCE	ATM, ATMB, or ACB VERIFICATION	

COMMUNITY SPEECHES

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 ORGANIZATION SPONSORING MEETING	SPEECH LENGTH 20 MIN. MINIMUM
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

DATE

**NAME OF ORGANIZATION
SPONSORING MEETING**

**SPEECH LENGTH
20 MIN. MINIMUM**

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



Toastmasters International

P.O. Box 9052 • Mission Viejo, CA 92690 USA • (949) 858-8255 • Fax (949) 858-1207 • www.toastmasters.org

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 <input type="checkbox"/>	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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REVISED 2007 ITEM 1208