



# District Conference Speaker Guidelines

Selecting the right speakers for your District conference is one of the most important aspects of planning and selection, and the keynote speaker is the most critical. If an International Officer or Director is scheduled to visit your District during its conference, you must give them the most prominent speaking position because they are the most esteemed guest. To fill other speaking roles, here are suggestions on how to find the very best speakers to motivate, inspire and educate your attendees:

- ▶ Have you asked your members what they want to learn more about? By engaging your members in the process, not only will you find additional topics to cover at your conference, but you may also discover potential speakers who could expertly present those topics to your audience.
- ▶ Consider your District members and leaders. Remember that past leaders, whether they are PIPs, PIDs or PDDs, have a wealth of expertise and history that your audience can benefit from hearing.
- ▶ Among the hundreds of members in your District, surely there are great public speakers with a message that will resonate with your audience. A call for speaker submissions may bring out great talent and broaden your topic pool.
- ▶ Do you have a rising star in your District who can and should be a leader in the future? Give them the opportunity to shine.
- ▶ There are many Toastmasters Accredited Speakers who would be thrilled to speak to your audience. Go to [www.toastmasters.org/accreditedspeakers](http://www.toastmasters.org/accreditedspeakers) to find an accredited speaker near you.
- ▶ Look in your own back yard. Are there local experts in the subject areas you'd like to address? You can research this by checking with your local Chamber of Commerce or by following professional associations in your area. Another way to find great local speakers is to check your local newspapers and websites to see who is frequently quoted and why.
- ▶ World Champions of Public Speaking are often willing to speak because of their strong affiliation with Toastmasters. However, if you have an International Officer or Director attending, we encourage you not to schedule both for your event.
- ▶ If an International Officer or Director has a scheduled visit that coincides with your District conference, they will be prepared with keynote and education session topics. This honored guest should serve as the keynote speaker.