



# APPLICATION

Applications for Level 1 must be received at World Headquarters between January 1 and February 1 of the Toastmasters International program year. There will be no extensions granted past the due date.

Applications may be submitted to [accreditedspeaker@toastmasters.org](mailto:accreditedspeaker@toastmasters.org) or mailed to the following address:

## Accredited Speaker Program

Toastmasters International  
PO Box 9052  
Mission Viejo, CA 92690

## APPLICANT INFORMATION

Name Member Number   Club Number   District Number

Address

City State/Province   Country   ZIP/Postal Code

Phone number Email address

Employer's name

Address

City State/Province   Country   ZIP/Postal Code

If self-employed or owner of above firm, please check here



Educational and professional background:

Special awards, recognition you have received:

How has Toastmaster membership benefited you?

Why did you decide to pursue Accredited Speaker designation?

Please list the names of a newspaper, company publication or other particular media source you'd like press releases sent to in the event you become an Accredited Speaker. Include the name and email of a contact person.



## **AREA OF EXPERTISE**

Please provide descriptions for the following:

Your area of expertise:

The type of presentation(s) you give (e. g., workshop, seminar, keynote, etc.):

The audience to which you typically present (business, community, etc.):



## VIDEO PRESENTATION

The video presentation you submit with your application must meet the following requirements:

- ▶ 20- to 45-minutes in length (not including introduction)
- ▶ Spoken in English
- ▶ Recorded before a live, non-Toastmasters audience

### Guidelines

- ▶ Use a professional-quality recording method.
  - Recordings that have either poor audio or video quality will not be considered
- ▶ Include the person who introduces you and your speech.
  - This does not count toward the 20- to 45-minute time limit
  - Presentations without a professional introduction will not be considered
- ▶ Ensure your presentation has a clearly defined opening, body and closing.
- ▶ Submit only one presentation in the form of a live URL linking to your video submission. For assistance publishing your video, refer to these links:
  - Getting Started with YouTube — [www.youtube.com/t/about\\_getting\\_started](http://www.youtube.com/t/about_getting_started)
  - Top 10 Video Share Websites — [www.video-share-review.toptenreviews.com](http://www.video-share-review.toptenreviews.com)
- ▶ Include your entire presentation on the video, including the introduction.
  - Edited (e. g., prerecorded intro or music) or incomplete presentations will not be accepted.
- ▶ If the presentation involved visual aids (such as slides, handouts or props), a facsimile of the visual aid(s) must be sent in with the application.

## SUBMISSION

Complete the following information for your video presentation:

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Date Name of Client

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Length of Presentation Fee Received Audience Size

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URL for Video Presentation

## RECOMMENDATIONS

Five recommendations from five different clients for paid engagements must be submitted. The official Accredited Speaker Program Recommendation Form must be used. Clients submit directly to World Headquarters, as is explained on the form. A sample of the form is included below:

**TOASTMASTERS**  
**AS**  
**ACCREDITED**  
**SPEAKER**  
**PROGRAM**

### RECOMMENDATION FORM

\_\_\_\_\_ is a Toastmasters member applying for the elite Accredited Speaker Program, which certifies members who possess and regularly demonstrate professional-caliber speaking skills. You have been asked to complete this form for the applicant because recommendations are a requirement for eligibility.

Please complete the following:

Your name \_\_\_\_\_ Name of company or event where presentation was given \_\_\_\_\_

Your role/title at company or event \_\_\_\_\_ Date of presentation \_\_\_\_\_

What type of presentation did the speaker give (e.g., keynote, workshop, seminar, etc.)?

What was the presentation topic?

Did the presentation display the speaker's subject matter expertise?

What was the audience size (number of people)?

How long was the presentation? Did the speaker stay within the time frame specified? If no, how long did the presentation run over or under?

Did the presentation meet the expectations set by the speaker?  
 Yes  
 No

If no, please explain why:

How would you rate the overall quality of the speaker?  
 Very Low  
 Low  
 Average  
 High  
 Very High

What did you enjoy about the presentation?

What would have improved the speaker's presentation?

Was the speaker paid for this presentation?  
 Yes  
 No

Would you hire this presenter again?  
 Yes  
 No

If no, please explain why:

Thank you for completing this recommendation. Please submit this form to [accreditedspeaker@toastmasters.org](mailto:accreditedspeaker@toastmasters.org).

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