

Network South West Business Club

Guest speaker Coordinator

Following is a brief outline of the duties of the Guest Speaker Coordinator.

Prior to the meetings

Finding a Guest Speaker

- Guest speakers should consist of one speaker from outside the club per month and one club member speaker per month.
- Be proactive and engage and network with people on different arenas.
- Use your own business network, ask work colleagues or friends and family, and source interesting, passionate people. They may be from the community that might have a story and skill to share, or ask a member that have not presented or an older member that like to present themselves to new members or if they have something new to tell.
- Make sure that the person that is being invited to present is not in conflict with another business member in the club. If there is a conflict with another member of the existing business please ask the business member if they can accept the person to present. The member that might have the same profession can feel free to not accept.
- The idea is to get to know what other people are doing , how different businesses trades -are working, and what they have to share and how we can interact with different businesses and build a diverse network and learn more from each other.
- For example, invite a local politician, a business owner or a person from the community that will be interested to tell their own story about what they work with or what interesting things they have done and achieved in life that might interest our members, and teach us new things.

Inviting a Guest Speaker

- Email an invitation to the potential guest speaker or the person in charge of the business.
- Follow up if possible with a phone call to invite the person to be a guest speaker/presenter for our breakfast meeting.
- Refer to how you got the contact and who referred you to the person.
- Also make sure you give the person a rundown of what we expect from the person and how much time they have available to speak, i.e. 20 minutes. Also make sure you include all the details and links to our Network South West Business Club and to our meeting place, time and date etc.
- Then formally contact a potential guest speaker. It can be a member of the club or another person either man or woman from outside the club.
- Follow up with the guest speaker before the meeting by sending an email reminder to say that we are excited to meet him or her and hear the guest speaker. Include the date again, the venue, time and make them feel welcome to present to our network club.
- Also make sure before they conduct their presentation, as to whether they need a laptop and a projector or anything else for a power point presentation for example.

During the meetings

Prior to the meeting start

- Personally meet with the guest speaker at our breakfast meeting venue.
- Make them feel welcome and include them and introduce them in the morning talk with the other members arriving to the breakfast meeting.
- Offer the guest a cup of coffee or tea etc. and offer the person a glass of water when they speak.
- Show the guest speaker to a seat and remember to offer them a breakfast option too.

Guest Speaker Presentation

- Introduce the guest speaker with a little introduction (bio) of their life and work role. This info you can get when you invite the guest speaker.
- Be available if the guest speaker needs a hand.

After the Guest Speaker presentation

- Invite the South West Business Network Club members to ask questions after the presentation.
- Thank the guest speaker and inform the guest with a little info on our network club and maybe offer them to come again to enjoy our next breakfast meeting and listen to another guest speaker and maybe they would like to join as a member later.

Initial email for Guest Speaker

Hi *[insert name]*,

Thank you kindly for taking my phone call today.
On behalf of Network South West Business Club, I would like to invite you to be our guest speaker on Friday *[insert date]*, from 06:45 am with a free breakfast.

As a guest speaker we would like you to present a talk for approximately 20 minutes.

Your presentation can consist of any of the following;

- A little bit about yourself and how you came to be in business.
- Your business, and how it fits in to the community.
- What issues you have overcome with your business.
- What we can learn from you.
- We would also like you too tell us a bit about yourself, your background etc. and what is important in your life and work etc.
- Any other relevant and interesting topic.

Please advise prior to the meeting what you would prefer to talk about, but we are eager to hear and learn as much as possible.

We do have Power Point facilities in house, so just let me know if you require this.

Our meeting are held at VAT2 , in one of the conference rooms.

The address is 2-4 Jetty Road, Bunbury.

The breakfast meeting officially finishes at 08:00 am and generally continues informally until 08:15-08:30 am.

Follow Up email for Guest Speaker

Hi *[insert name]*,

On behalf of the Network South West Business Club, I would like to thank you for being the guest speaker at our breakfast meeting today.
Your talk was very informative and I feel that the members gained some valuable insights.

We are always looking for new embers to join our club, to make it as interesting and varied as possible.

I can forward the details to you if you are interested in becoming a member of our club.