



Introducing a Speaker

The introducer's job is to:

1. Mention the topic the guest speaker will be addressing.
2. Remind the audience of the importance of the topic to them.
3. Establish the speaker's qualifications to speak on the topic.
4. Make the speaker feel welcomed.

How to introduce the speaker:

1. Do not make your own speech on the topic, the speaker or anything else.
2. Never try to introduce a speaker from memory; have good notes.
3. Never tell a joke.
4. Keep the introduction as short as possible.
5. Be enthusiastic.
6. Avoid clichés such as “a person who needs no introduction” and “without further ado”.
7. Look at the audience, during the introduction; turn to the speaker at the end of the introduction.
8. Start the applause.
9. Wait at the lectern to greet the speaker.
10. Shake the guest speaker's hand. Hand the space over to the speaker and step down.

TIPS:

1. Pronounce the guest speaker's names correctly.
2. The audience didn't come to hear the introducer; they came to hear the featured speaker.
3. Never try to give a speech of introduction strictly from memory; always make notes.

Adapted from: <https://portal.clubrunner.ca/826/page/tips-for-introducing-a-guest-speaker>