



## **Job Description as Speakers, Trainers**

As a member of speakerindonesia.com, you are a professional speaker investing your time in educating and helping companies, organizations and the wider public with your specific expertise, knowledge and skill. To guaranty a successful outcome of your speaking engagements we have put together the following guidelines.

When you answer to a 'Speaker Search' and the searching event planer confirms you for their program, always make sure that you receive a confirmation letter (email) that should contain:

- Name of the event or company
- Characteristic, description of event, date, duration of the event
- Language of the group requesting the program
- Date and time of your session
- Address, location of your session in details
- Contact person at the site, name HP
- Contact person / Organizer of the event
- Audio visual and equipment requested
- Terms of payment

Make sure you have a signed agreement with as many details as possible about your speaking engagement, to minimize misunderstandings and unclear cancellations. (Please use our basic forms and agreements, FREE for our members)

After signing the agreement, get back with the organizer and ask for as many details about the audience as possible, see our audience survey form.



A few days before your engagement, reconfirm by phone or email your engagement and be sure **to ask if there are any changes.**

**Arrive at least 30 minutes early.**

If the room arrangement is not to your liking, please speak with the contact person directly to make any arrangements and changes.

Seek out the coordinator or host of the program and introduce yourself. Discuss the smooth running of the program.

Check the **requested** equipment, microphones, flipchart, white board, projector etc. make sure all is working to your liking. (Are markers, eraser, and additional batteries for microphone and bulb for projector ready if needed?) Usually there is an on-site person responsible for this equipment; it pays to have a good working knowledge of the equipment and its capabilities. Become familiar with and adept at using equipment necessary as your teaching tools that you will be using frequently. Use our **Technical Rider Tool**. Fill it in and send it together with your confirmation and acceptance of your speaking engagement, to be well prepared.

Prepare a **brief bio sheet**, so that the coordinator can smoothly and effectively introduce you.

**Start and end** your presentation within the allotted time, including question and answer session.

Hand out **evaluation** forms at the end of your program to receive feed-back directly from the audience.



**SpeakerIndonesia.com**

*Where EO/HR meet speakers and trainers*

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**Evaluations: It is imperative for the success of your speaking business, speakerindonesia.com and event organizers that we assess our efforts each time. Therefore we invite you as our partners, to fill in appropriate evaluation forms the day after each program. Please see our tools box for appropriate forms or contact us for a copy.**

Thank you for sharing your time, efforts, interest and expertise with the wider community and participating in speakerindonesia.com programs and memberships.

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SpeakerIndonesia.com is not responsible and can not be held liable for the content, delivery, timing, place or organization of your speaking, training and coaching engagements. The above are just guidelines and will not replace signed agreements, specific descriptions or exceptions to your speaking engagements.