



## On The Day **Hosting Guide**

A hosting brief for schools for a Speakers for Schools virtual talk

If you have any questions, please contact us on [inspiration@speakersforschools.org](mailto:inspiration@speakersforschools.org)

Thank you for hosting a Speakers for Schools virtual school talk. Below is a quick 'on the day' essentials guide for hosting your speaker.

### Final Checklist

- Check that the technology has been set up. You will need a desktop or laptop with a microphone and ideally a camera integrated and connection to the internet. You will also be able to share your computer screen and audio with the audience. This should have been checked with your IT department.
- Please check that the chosen video calling platform has been installed onto the desktop or laptop. More information on video calling platforms can be seen [here](#) under Technical Guide for Virtual Talks.
- Please ensure the audio is working and that the speaker's face and screen can be displayed and shared with the audience.
- Ensure you refer to the speaker in their preferred way, with their proper and full title (e.g Lord/Lady Smith etc)
- We recommend having a timer and letting the speaker know when to move on to the Q&A, if the talk is running over the Q&A session
- Ensure you have the speaker's contact details

## Introducing the Speaker and SFS

It is important to introduce the speaker and the nature of the event to your students. On the day, please be sure to review the introduction with your speaker if possible. Here is an example you or a colleague can use but we would suggest tailoring this beforehand if possible:

*“Please welcome (speaker full name/title), who is speaking thanks to Speakers for Schools, a charity giving state schools access to talks from today’s leading professionals and academics.*

*(Speaker name) is (insert job title and company or organisation name) and will be talking to you today about their experiences and life achievements as well as to share some key transferable lessons and insights that we hope will inspire you in your next steps, whatever these might be.*

*[Here also mention if the talk links to a wider school aim, theme for students or focus for the group, e.g. building confidence, or considering options post GCSE...]*

*Please remember there is a question & answer session as a part of the talk, so please all be thinking of what you would like to ask. This is your chance to find out more about ('the speaker's') journey, industry, profession, and advice for your future, so please take advantage of it.*

*Please give a warm welcome to (speaker name).”*

## Hosting a Q&A

Students are expected to ask questions following the speaker’s talk. This is the most essential part of the speaker’s talk as it is a chance for students to engage with the speaker and personalise their experience. The questions should be monitored by the teacher hosting, and they should step in should inappropriate questions be asked.

Students should have been asked to prepare at least 5 questions ahead of their talk. [Here](#) is a link to our student prep sheet. However, if this has not happened, here’s what you can do:

- Oversee the Q&A, making sure students are asking appropriate and relevant questions.
- In some cases, the teacher will be required to ask the initial questions to get the ball rolling.

If you are unsure what to ask, here are some examples: -

- What was your biggest challenge and how did you overcome this?
- For a student interested in your field, what would be their next steps at school?
- What is the biggest life lesson you have learnt?
- Have you ever failed at something and if so, how did you overcome this?

## Suggestions for how to run the Q&A

- Standard way to moderate – much like an in-person talk, the teacher can select the student with their hand up. The student selected can speak clearly to the speaker and ask their question.
- Pre-talk submitted questions – once the teacher has briefed the students on the speaker and the focus of the talk, they can allow time for the students to think and submit their questions. Armed with a list of student-submitted questions, the teacher can directly ask the speaker the questions.
- Post-it-notes – Each student is given a few post-it-notes to submit their questions. When it comes to the Q&A part of the virtual talk, the teacher can select students to come up to the desk or whiteboard and submit their questions with their name on the note, one-by-one. The teacher can then ask the speaker the student questions.
- Online submissions – if students have some form of technology available to them, they can submit their questions for the speaker online. This could be through an online classroom app/service.
- Mini Whiteboards – If there are mini whiteboards available for all students who are attending the talk in the classroom/hall, the teacher asks the students to submit their questions by holding up their whiteboard with the question on it. The teacher then selects the question to ask the speaker so the speaker can clearly hear the question from the student.
- Sitting at the front -if there are a select few students who know they are going to ask a question for the speaker, sit them towards the front of the classroom/hall so that the speaker can hear their question when pointed to by the teacher present.
- A/V – if the virtual talk is taking place in a hall and the equipment is available, a microphone could be presented to a student by a teacher so that the speaker can hear the question from the student.

## Closing the event

When your speaker has finished their talk, please do say a few closing words as a thank you. This also helps to close the talk for the students and is a good opportunity for you to also provide a short conclusion of the speaker's key points which might have resonated and translate it for students, so they walk away feeling like they got something out of the talk.

## Have more time...?

Visit our [website](#) where you can find videos, case studies and details about other programmes too.

You can watch previous virtual talks on our [broadcast](#) library

If you have time before the talk and are keen to prepare your students, take a look at our [student prep sheet](#).