

How to Attend a Speakers for Schools VTalk: Guide for Speakers



SPEAKERS
for schools
INSPIRATION

THANK YOU FOR AGREEING TO BE PART OF OUR NEW PROGRAMME, VTALKS. THE PROGRAMME WILL ENSURE THAT MORE SCHOOLS AND STUDENTS IN THE SFS NETWORK HAVE ACCESS TO TALKS FROM OUR NETWORK OF DEDICATED SPEAKERS.

HOW THE SPEAKERS FOR SCHOOLS TEAM WILL SUPPORT YOU

- A member of the SFS team will be in touch to coordinate a date and time for your talk. These will have to fit into the timetable of talks that the charity has set up so that students can access talks at set times of the day. There will be two talks daily for students. Morning talk: 10am, Afternoon talk, 2pm.
- The SFS team will also be on hand to guide you on the theme, format on content that our schools have said would be particularly useful for students. We will provide schools and students a brief description of your talk so that they know which students to target.
- Our chosen Live Stream platform, Microsoft Teams will allow you (the presenter) to share PowerPoint presentations and other content.
- We will provide you with a login and instructions on how to use the software and coordinate a test session to answer any questions you might have.
- A member of the SFS team will also be online during your talk to help moderate the Q&A, ask you questions (if you are doing an interview format) and be on hand to assist with technology etc.
- No personal details will be able to be shared (both for you and the students attending). The software is a one way video streaming platform, meaning that it is safeguarded for students.

WHAT WILL I NEED?

- A computer or laptop with internet, a microphone and camera
- A login from the SFS team & Microsoft Teams downloaded
- Any content you wish to share with the audience
- Your expertise and insights!

Format: You can choose the format you would like to deliver your VTalk in. We would highly recommend a maximum presentation/talk length of 40 mins with Q&A with the students, asked by a member of the SFS team. You can see our guide for planning your talk here.

How to Deliver a Speakers for Schools VTalk: Guide for Speakers



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1 Use the login details that SFS has provided.

2 You should then be “Pre-Live” and have a two way video with a member of the SFS team who will be on hand to assist

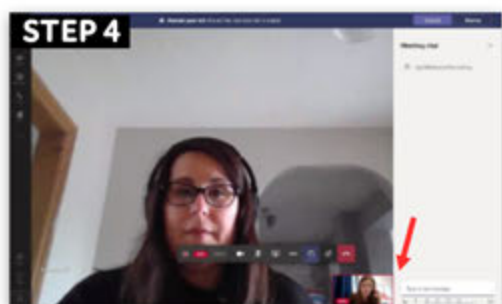
3 If you are using a presentation or images, make sure you have saved to an easy to access place like your desktop.

The SFS team member will then (when you are ready) be able to “Go Live” so that you can be visible to the students who have attended your VTalk. Make sure you unmute your mic before going live so the students can hear you. If you go live and your microphone is muted, you’ll be notified.

4 You can see that you are live by having a red border around your webcam image. You can also chat to the SFS team through the chat function on the right hand side.

5 Give your Vtalk! You can turn on and off the Q&A function. Students can submit questions which the SFS team member can approve and ask you the questions out loud for the students. During the presentation you can also share your screen.

6 Once your talk has finished, the SFS team member will end the live stream and follow up with you directly.



Thank you for your support!

What Makes a Good VTalk?



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When planning a virtual talk you may want to consider which format will be most suitable for you to convey your ideas effectively and engage with the audience on the other side of the screen.

Here is a handy guide on how to set up your virtual talk and the formats you may want to use. We recommend that you begin by selecting a talk format you are most comfortable with, and then base your talk around one of the five themes: Industry Insights, Life Lessons, Inspiring Action, Own Your Strengths or Expert Insights. You can see more information about these talk themes in our guide.

VTALKS ARE SHORTER THAN FACE-TO-FACE EVENTS AND WE SUGGEST THAT THEY ARE 40 MINUTES IN TOTAL.

SETTING UP

- Once logged in to Microsoft Teams, a member of Speakers for Schools will be online to help produce your event. We will ensure that your recording goes live and moderate any questions you may receive during your talk.
- Please ensure you have tested the Internet connection on your device, and the microphone and audio equipment. We suggest filming in a well-lit area and next to a simple background.

TIPS FOR PLANNING YOUR PRESENTATION THEN Q&A TALK

- Be sure to know your audience and tailor your language to their age and ability e.g. avoid highly complicated/academic language and break down concepts into simpler parts.
- Introduce the theme of your talk and focus only on one idea/subject.
- Think about what your takeaway messages are. What do you want your audience to know at the end of the talk?
- To aid your talk you may wish to share visuals (graphs/ pictures/ diagrams) or clips during your talk. This can be done through the "share screen" function.
- You may even wish to conduct a tutorial by sharing your screen and talking your audience through a topic.
- The SFS moderator will then ask selected questions from the audience.
- To encourage engagement and measure impact, ask a question to the audience which they can answer in their feedback.

TIPS FOR PLANNING YOUR INTERVIEW FORMAT

- We suggest answering around 10 pre-agreed questions and these can be around a certain theme or topic.
- Think about your audience and ask yourself what you would have liked to have known about your subject when you were younger.
- Be candid with your answers. We often find that personal anecdotes can help students relate to the speaker and can give the audience useful references.
- Keep answers concise and not too long so that there is time for a variety of questions to be asked, and this helps keep students engaged.
- Anticipate interesting questions from the audience! Young people will ask questions that may encourage you to think about your subject in new ways.
- To encourage engagement and measure impact, ask a question to the audience which they can answer in their feedback.