



# On the Day of Hosting

A Hosting Brief for Schools – In Person Event

If you have any questions or queries please email us at [schools@speakersforschools.com](mailto:schools@speakersforschools.com), and we'll be happy to help.

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

### Final Checklist

- ☐ Ensure you refer to the speaker in their preferred way, with their proper and full title
- ☐ Inform reception when the speaker is arriving and what action reception need to take - (or assign a meet & greet staff member at reception - ready upon arrival)
- ☐ Provide a glass or bottle of water
- ☐ Ensure you have the speaker's contact details
- ☐ Provide a parking space (if needed)

### 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 suggest tailoring if possible:

"Please may you welcome (speaker full name/title) who is here today 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 ('the speaker')."

### 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.

Students should have been asked to prepare at least 5 questions ahead of their talk. 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 and there is a designated moderator to step in if needed.
- 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?
- Speakers will not always feel comfortable picking on students for questions. Encourage your students to raise their hand or as a last resort, ask the students to write their questions on paper and you can read them out.

## Closing the Event Text and Debrief

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.

Below are example 'debriefing' exercises for student consolidation following the talk. These range from 5 minute - 10 minute tasks, depending on your time and resources. raise their hand or as a last resort, ask the students to write their questions on paper and you can read them out.

### 5 Minute Task: Discussion as a class or in groups

You might like to start by first saying what you will personally take away from the speaker's talk today e.g. 'don't be afraid to fail' and then open up the questions to the group.

#### Question Prompts for all Ages:

- What piece of advice will you take away from the speaker's talk?
- What have you learnt about the speaker's industry?
- How will you apply the speaker's messages to your approach to school?

#### GCSE and Sixth-Form Questions and Prompts:

- How has today's speaker challenged the status quo?
- Give one way that the speaker changed your perception of their industry.
- What is the most important life skill for a worker of the future?
- How can the speaker's talk be applied to your approach to school?
- How can the speaker's talk be applied to your life outside of school?

### 10 Minute Tasks: Discussion in pairs

#### Turn to your partner. Possible questions to discuss:

- What preconceptions did you have about the speaker's industry/job?
- How has the speaker's talk affected your perception of the speaker's industry/job?
- What piece of advice will you take away from the speaker's talk?
- What have you learnt about the speaker's industry?
- How will you apply the speaker's messages to your approach to school?

Ask the students to feedback their partner's responses to the class. Ask the student to what extent do they agree/disagree with their partner and why.

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

Visit our resources hub on our website where you can find videos, case studies and details about our other programmes at [speakersforschools.org](https://speakersforschools.org)