



The Conference Chairperson and Conference Speaker . . .

. . . A Winning Team

By Bill Smith & David Mead

A detailed guide to the duties and disciplines of conference chairpersons and speakers that will ensure the success of any conference.

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. . . just turning up to perform an allotted task is neither
the beginning nor the end of the matter . . .

Introduction

Thousands of conferences are held throughout the world every day – each one of them a starting gate for the dissemination of fresh information and knowledge. New friendships are formed and valuable contacts established in an environment that has the potential to influence a large number of lives in many countries.

Delegates absorb, examine, dissect, filter and store the new information and knowledge for their future action – it is imperative it be presented to them in a memorable way.

Conference organisers work exceptionally hard to get a conference up and running – their work is ongoing. They are the ‘make things happen people’, the initiators of a quality event. They have thought about, invited and appointed chairpersons and speakers to achieve the aims and objectives of the conference and expect each of them to perform to the very best of their ability.

The objective of this booklet is to highlight some of the disciplines and duties of conference chairpersons and speakers, thereby making them more valuable contributors to a successful conference.

Chairpersons and speakers are the up-front face of the conference – working together they are a winning team.

Bill Smith and David Mead

About The Authors

Western Australians, Bill Smith and David Mead are experienced conference chairpersons and speakers as well as authors, editors and qualified tutors in effective speaking and professional presentation skills.

Between them they have won a multitude of awards for speaking excellence. They know, and have put into practice, all that is essential to achieve their objective of persuading, informing and entertaining audiences. They are aware of the nervousness some chairpersons and speakers experience, and know there is more to communicating effectively with conference delegates than just standing and delivering prepared material.

In this small volume, Bill Smith and David Mead have combined to outline a series of successful actions for chairpersons and speakers that will ensure their messages are received in the best possible way by conference delegates. In addition, these actions will enhance their individual reputations and that of the conference itself.

