

TIPS FOR RUNNING A GREAT ASSEMBLY

At the Canadian Youth Speakers Bureau we are committed to providing you with the best presenters that Canada has to offer. Once you have booked one of our amazing Canadians we need your help! Below are the tips for ensuring that you have the most impactful and empowering presentation for your audience.

THE PREP PACKAGE

Make sure you take the time to review the speakers preparation package. If you have any questions contact your representative at the Youth Speakers Bureau and they will help.

QUALITY SOUND SYSTEM AND MICROPHONE

This is imperative for any speaker to have a successful presentation. It is always best to make sure this is set up and tested prior to approval. Some speakers use music in their presentations so an auxiliary cable is helpful for connecting devices to the speakers.

APPROPRIATE VENUE

The ideal place for a presentation allows for the entire audience to have an unrestricted view of the speaker. Many speakers move around when they speak in order to engage with the audience, therefore space to move about is always preferred. Also, testing the sound system beforehand is important to make sure that everyone can hear the speaker clearly.

SUPERVISION

The best presentations are when teachers are present, visible and engaged. Please make sure adults sit with their class and participate. It will go a long way to creating the perfect environment for the assembly.

PRINTED COPY OF THE SPEAKER'S INTRODUCTION

Every speaker has a personal introduction to be read to the audience prior to their performance. Having a printed copy available to whom ever is presenting is a great way to be prepared! Make sure who ever is introducing the speaker has read through and understands it clearly.

SUFFICIENT TIME

Most keynote presentations are approximately 60 minutes in length but can be adjusted for the needs of the event. It is always good to make sure enough time is left for students to get situated before starting the presentation. It is easier for everyone to enjoy their time when no one is rushed! Having extra time allows for questions, pictures and autographs afterwards.

STUDENT VOLUNTEER

Many speakers have slides or music with their presentation. It is helpful when there is a student available to meet prior to the presentation and assist!

CHAIR, STOOL OR TABLE

Some speakers will need a table for props or may want a chair or stool to use for themselves or for a volunteer. It is always good to have these items ready in the case that they are needed.

LCD PROJECTOR AND SCREEN

Slides are often used as part of a presentation. Often speakers will bring their own laptop to hook up, but some may have it on a USB stick. It is essential that the lighting be dim enough for everyone.

WATER

Speakers are bound to get thirsty after talking for an hour to a large group. Having water available for the speakers is always a nice gesture!

THANK YOU

Thank you - Don't forget to say thank you at the end of the presentation. Have someone ready to jump up on the stage and show some gratitude. Maybe present the speaker with a nice piece of SWAG to say thanks!



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