

## Suggested Protocol for Faculty

### Inviting A Family Member to Guest Speak to Your Class

*Family members have a wide range of experiences. Some may be experienced public speakers, while others may be presenting to a group for the first time. A variety of accommodations have been recommended for accommodating your guest speaker.*

**Preparation and Notice:** Invite your guest to speak ahead of time, they may need to arrange for child care or respite.

It is helpful to describe the class (department, course name, number of students, the general level of the students) and what you hope the family member/guest will address. You may want to ask if he/she will need audio-visual equipment and/or assistance with handouts. Determine the format for the presentation, and whether or not questions will be permitted. If the family member is uncomfortable with or chooses not to answer questions during class time, ask them if they would be willing to respond in some way at a later date.

The initial contact is a good time to be clear about whether or not an honorarium can be offered. Honorariums for family speakers are highly recommended, to cover child care and travel for the time when the parent is in your class.

It helpful to have a follow-up note sent so details are in writing. The note confirms the date, time, location and parking availability. You can send a map and/or parking permit at this time if necessary. (Though not necessary, a call a day or two before the class may be helpful. During this call you could ask if there are any last minute questions, discuss the presentation and finalize details).

Prior to the class, consider ways in which you will make your guest feel comfortable while presenting: prepare the students for the presentation ahead of time; provide the guest speaker with an introduction which acknowledges their expertise; remind the guest speaker that he/she does not need to answer sensitive questions.; assist in explaining a student's question if necessary; and offer to facilitate any discussion.

Other preparation which might contribute to the guest(s) presentation:

- ✓ Design a flyer with the topic and speakers name, time and date
- ✓ Assign a pertinent reading for students in advance of your guest
- ✓ Invite other faculty or students from a related class

**During the Presentation:** Introduce the guest, offer to help with all equipment, monitor and facilitate questions and comments.

**After the Presentation:** Send a “thank-you” or follow-up note, with honorarium if possible. There should be an opportunity to review with students the important message(s) the speaker presented in relation to course content materials.