

Sample Presenter Communications

Recruiting:

Dear [presenter name],

This is [your name and affiliation]. I'm reaching out to invite you to participate in [your event name, date, location].

This event is [description of who it serves, what its goals are, etc.].

[Description of why you think this presenter would be a good fit – e.g. we've had a number of students express an interest in the skilled trades]

Presenting at this event would entail [description of timing and what you're looking for e.g. do they need to prepare a PowerPoint, bring a hands-on activity, etc.]. Attached is an overview with more information about presenting.

If you'd like to participate, we have a short online form for presenters to fill out [here](#).

Thanks for your consideration, and just let us know if we can get you any additional info!

Best wishes,

[your name]

A couple weeks out:

We're looking forward to having you present at [event name], coming up in just a couple weeks on [event date and location]. You can find driving directions [here](#), parking is [describe, e.g. free onsite].

We have your workshop scheduled from [time] in [room, building if applicable]. For your reference I've attached:

- A list of the attendees currently registered for your workshop. I'll give you a final update on attendees several days prior to the event.
- The full program for the day, which includes a map of the venue.

In advance of the event, we have a few additional details and reminders for you:

- The room will be set up [describe, e.g. classroom style for 30]
- You will have access to [describe, e.g. a projector, flip chart with markers, and wireless internet]
- If you are planning to use the projector, please bring a laptop with your presentation loaded on it. If your laptop is a Mac please bring the appropriate connector cables. [If you'd prefer presenters send you their PowerPoints in advance and you'll have them cued up indicate that instead]
- Please check in at [describe, e.g. the registration desk in the main lobby upon arrival. We'll get you your presenter packet and help answer any questions.
- Please plan to arrive at your room at least 15 minutes prior to the start of your workshop to get set up. [Volunteer name] will be your room moderator who will be able to help with setup and any other needs during your sessions.

If you would like to make your presentation or any related resources available to attendees after the event, please send them to me and we will upload them to our website. If you have them available and can send them before the event that will give us time to get them uploaded and ready to share immediately following the event.

If you have any needs or questions in advance of the event, please let me know. If you need anything during the event you can reach me by cell at [your number]. Thank you!



A couple days out:

We're looking forward to having you at [event name] this [day of the week]! Attached is a final list of attendees registered for your workshop. I'm also reattaching your schedule and the full event program for your reference.

If you would like to make your presentation or any resources available to attendees post-event, can you email them to me by [deadline] so we can get them uploaded to our webpage in advance of sending out the post-event email next [deadline]?

Let me know what you think, and if we can help with anything else pre-event! Thanks!

Post Event:

Thank you so much for taking the time to come present at yesterday's [event name]. We really value your willingness to share your knowledge and help the [number and description of attendees, e.g. 224 educators and professionals] in attendance [description of what they learned, e.g. continue to learn and think about new ways to support their students].

We value your input and would love any feedback you have on the event. You can either email me any thoughts you might have or fill out our brief online survey about the event found [here](#).

If you would like to make your PowerPoint or any resources from your presentation available to attendees, and haven't already sent them to us, please email them to me by [deadline]. We will be uploading presentations and resources to our event webpage and sending an email to all event attendees next week with the link.

If there is anything else, we can help with following the event please let me know. Thanks again for helping to make it a success!