

ORGANIZING SPEAKER EVENTS



To request a speaker from MSF Canada, you will need to fill out the Speaker Request form [here](#). Requests should be filled out at least month in advance of the event.

1

Check-in with your MSF contacts! The MSF Association Team is your contact point at the organization, and is a great resource to find MSF speakers in your area. Your Friends of MSF Liaison also may have connections. Make use of these resources!

2

Book a room well in advance! Once you have a date set, make sure that you reserve a room that can fit the number of expected attendees as it can sometimes be difficult to find an appropriate venue in time.

3

Schedule the event at a convenient time! Timing for events is always challenging, as there are clashes with courses and extra-curriculars. Think of what is happening on campus during the week of your event, and try to find a time that will get the best turnout.

- 4 Connect with your speaker!** Once you have found a speaker, meet up with them to discuss the event, including: topic, presentation format, essential event logistics, and facilities available to them. MSF speakers are volunteering their time to better inform the public of MSF's activities, so make them feel valued by notifying them of any changes and by checking in to confirm the event is still happening.
- 5 Publicize your event!** Set up an event and share it on your social media platforms. Reach out to the Association Team to find MSF photos that you can use for your event. Make sure that the speakers' bio is correct, and is approved by the speaker.
- 6 Prepare for your event!** Work on an introduction to your speaker(s), with details on their involvement with MSF. Make sure that you have all of the materials prepared for the event, including PowerPoint slides if necessary. Organize and test the AV equipment beforehand, and arrange for the speakers to arrive a bit early to make sure that everything is running smoothly.

- 7 Q&A session!** There are different ways of holding a Q&A, and of engaging with folks who are not attending in-person. Live-tweeting the event, or calling for questions online, is a good way of doing this. With the consent of the speakers, you can record the session to share later.
- 8 Reception!** If budget permits, host a drinks and snacks reception, which will allow the participants to connect with the speaker in a more informal environment. Make sure that you thank the speaker, and present them with a small gift as a gesture (for instance: chocolate, a thank you card).



QUESTIONS?: ASSO.OUTREACH@TORONTO.MSF.ORG