**BRINGING IN SPEAKERS: THE IRC WAY**

*The Illinois Reading Council is known as having one of THE best conferences in the country. Our speakers frequently comment on the support they get from volunteers. They feel as though they are treated special. How have we earned this reputation?*

* Arrival: Be sure to find out how your speaker is traveling. Is any assistance needed with a hotel reservation, rental car, directions?
* Directions: Provide clear directions and information about your venue. Provide a phone number or two in case of an emergency or change of plans.
* Equipment: Make sure your speaker has advance notice of what technology will be available and what he/she needs to provide. As you pack equipment for the venue make sure you have all of the correct cords and attachments. Check that all microphones, speakers, document cameras, and computers, etc., are working correctly before your guests arrive. Double-check that any video and sound is loud and clear enough for everyone to see. Pack an extension cord for extra plug-in capability and extra batteries for presentation advancers.
* Handouts: If you are making copies for your speaker, make sure you have enough for each participant. If you plan to post the handouts, make sure you get advance permission from the presenter.
* Welcome: Greet your speaker upon arrival and show him/her the location of restrooms and speaking room(s). Provide your speaker with an agenda, copies of handouts, an emergency phone number for tech help, and small (NOT too large to take on a plane) welcome bag with water, lozenges, protein bar, etc. Ask if you can help with set-up or any other needs.
* Water: Be sure to have extra water easily available throughout the day.
* Evaluations: Ask your speaker if he/she would like to have copies of the evaluations. If you are unable to copy them immediately, secure an address to send them.
* Payment: If your speaker is receiving an honorarium, have it ready and provide it prior to the speaker’s departure.
* Autographing: Announce or add time for autographing to your agenda so that the speaker is not approached at inopportune times.
* Departure: Help your speaker with packing and transport at the end of the day.
* Thank you: Be sure to thank your speaker!