

## Requirements for Teacher/Organizer Hosting a Speaker

- ✓ After you hear from the Holocaust Center that a speaker is booked for one of your requested dates, please confirm with Center staff as soon as possible.
- ✓ Confirm with Holocaust Center staff that you have the equipment necessary to run a PowerPoint (which most speakers use during their talk). Usually **all** of the following is required:
  - Computer with USB port(s)
  - External speakers for video clips
  - Projector
  - Microphone (hands-free preferred)
  - Remote clicker to advance slides
  - Center staff may send you the PowerPoint ahead of time, in which case please have it set up before the speaker arrives.
- ✓ **You must contact the speaker ahead of time.** Although the following points will have been communicated by Holocaust Center staff, please reconfirm:
  - The location (including address), and where to park if they are driving.
  - Exactly where and when the speaker will arrive.
  - That you have the A/V equipment needed.
  - The approximate number of students you expect to be present.

The speakers greatly appreciate making this connection with the teacher before they arrive.
- ✓ Remember to reference the handout on how to prepare students for hearing a speaker, and contact the Holocaust Center if you have any questions.
- ✓ Greeting the speaker and getting set up
  - Be sure to tell the speaker to arrive early enough for adequate set-up time, usually at least 20 minutes.
  - Assign someone to meet the speaker at the entrance to the school when he or she arrives, and to walk the speaker to the exit. The hallways and orientation of a school can be very confusing for visitors.
  - Check A/V (PowerPoint, video, audio) ahead of the presentation's start time.
  - If a microphone is used, **a sound check must be performed.**
- ✓ Ensure that there is a chair for the speaker to sit in if they need to during their speech, and please **have water available.**

- ✓ Introduce the speaker (see handout with suggested script for introductions) and remind students of expectations.
- ✓ After the speaker's presentation, help facilitate student questions as needed (i.e., restate the questions to speakers or bring a microphone to students).
- ✓ Please monitor the timing and end questions if need be; thank the speaker once more to end the presentation.
- ✓ Staff or student should assist the speaker in gathering belongings and leaving the school.
- ✓ After the speaker leaves, we highly suggest a session with students to debrief their experience. Reference the handout on debriefing with students as needed.