

SPEAKING NOTES FOR VIRTUAL EVENTS

Should someone give a speech at your event?

Formal events may benefit from having a speaker representing Faculty leadership, such as the dean or a vice-dean. When events are not held in-person, there are different logistics to consider for speeches, whether they will be livestreamed or pre-recorded. If you are considering speeches for your virtual event, consider this:

Is the dean or a vice-dean available for your event?

Because of their busy schedules, commitments for a dean or a vice-dean who can speak on their behalf need to be requested weeks in advance. Before adding them as speakers in the program, consult with the dean's office administrative assistants about their availability and to add your event to their calendars or have a video recorded before that day.

FoMD communications provides assistance in writing speaking notes and coordinating video speeches exclusively for the dean or a vice-dean representing them. Exceptions are possible on a case-by-case basis when writers' capacity and sufficient notice allow for it.

The communications team can review and edit speech drafts created for other speakers, if provided by the event organizer or the speaker.

Do they need speaking notes provided?

Depending on the event, the dean or vice-dean may or may not be able to prepare their own greetings or speech. Ask them if they would like speaking notes provided.

Please [fill in this form](#) to request speaking notes or a video speech from FoMD communications **10 days before the event if it will be livestreamed, and **at least three weeks for prerecorded speeches** to allow enough time to record and edit the video.**

Please consider other groups/departments may be requesting speaking notes at the same time and there are editing and approvals processes to follow. Lack of enough notice may result in the team's inability to deliver all speaking notes or videos on time.

SPEAKING NOTES REQUEST CHECKLIST

Request speaking notes by filling in [this form](#).

The more information on the request, the better. A detailed request means a faster turnaround. The speech writers will need this information from you:

- Basic information for your event: What, where, when, including the date and both the start and end times
- Who the MC will be (or if there won't be one)
- Program or minute-by-minute and the exact time when the dean/vice-dean is expected to speak
- Will the speech be delivered live (zoom meeting), or will you need a pre-recorded speech?
- If the dean needs to introduce someone during their speech, or needs to acknowledge someone in particular such as a special guest, please provide all names and titles
- For general convocation events, you are welcome to share a short paragraph to add to the dean's general convocation speech about your specific program. If your event is more program- or event-specific (ie. awards night, etc.), please provide as much information as possible to help us tailor the speech to your event.
- Duration of the speech. While in-person speeches are usually about 3-5 minutes long, the attention span for video speeches may be shorter. Please remember that a minute of speaking is longer than it seems. **The recommended length for most virtual speeches is 1 - 1.5 minutes**

Some tips to create speaking notes for MCs

The MC (master of ceremonies) is the person that guides the audience through the event program from beginning to end. In most cases, they greet the public and introduce every speaker.

- Provide them with the time allowance of their interventions, a brief written intro of the speaker(s) they need to introduce, and their CVs. If the introducer knows the lecturer well, they should have no issue writing their own notes with little direction.
- At the beginning of each event, **acknowledgement of the traditional territory should be recognized in person, and it's encourage virtually.** [See the university's suggested statements here](#)