GUIDELINES

SPEAKERS
The organiser should seek to invite the best speakers for the local audience. At larger events, there is a great opportunity to involve celebrity speakers and public figures (at least 2 for max. impact).

REGISTER EVENTS
Events should be registered. To register all you need to do is join WSD on the website www.worldspeechday.com or send an email to simon@worldspeechday.com. Your event can then be added to the WSD list

VENUE
Find an appropriate venue for your event. WSD is not responsible for event costs or venue hire. The best is either to find a free venue or raise sponsorship if you have a larger audience. However, we can offer advice and direction on this.

EVENT GUIDE

THERE ARE NO HARD AND FAST RULES, BUT HERE ARE SOME BEST PRACTICES TO FOLLOW

CONTACT:
simon@worldspeechday.com
www.worldspeechday.com

WORLD, SPEECH DAY.

16th March 2020

GETTING ORGANISED

FACEBOOK

Consider creating an Event Page on Facebook for your event. It's very quick and simple, but it's also hugely powerful as a means to promote your event, share news, pictures and video about it. You MUST give your event a title that starts with "World Speech Day…". For example: "World Speech Day London"

STRUCTURE

Each event should have a host who introduces each speaker by name and generally makes sure that the event runs smoothly. No speech should be more than 5 minutes; the goal is to have a number of short speeches, covering different topics/ideas.

THEME FOR SPEECHES

The overall WSD theme for 2020 is: "Sustainable Development". This however is simply a guideline: if you feel there is a theme or topic that will work better for you that's fine.

> ❞
>
> # SHORT SPEECHES, A WIDE RANGE OF TOPICS, ABOVE ALL REACHING OUT TO UNEXPECTED VOICES.
>
> ❞
>
> **Simon Gibson**
> *Founder, World Speech Day*

GOING GLOBAL

INVOLVE THE AUDIENCE

At the end of the formal speeches you might want to hold an "Open Mic'" session when speakers from the audience may be invited to participate, under the same framework as outlined above.

VIDEO RECORDING

Try to record your event on video – but keep it simple. There's no real need for expensive cameras - a smart phone video camera will do. Logos should be visible in the video.

LIVESTREAM ON GETVOKL

Wherever possible you should try to broadcast your event on video via GetVokl Livestream. Livestreaming direct from your Android phone or iPhone is very simple, via the free GetVokl App. sign up at https://getvokl.com/login SEE SEPARATE SHEET "LIVESTREAMING" for guidelines.