guidelines
for speakers

2023

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Time

As a speaker, one of the main things to keep in mind is the length of your session. Conversations tend to veer off track and tangents are not rare. Therefore, we ask you to ensure that the conversation is sticking to its stated topic and purpose and staying within the confines of the allocated time slot. It is important for all of us to be mindful that each session that gets off track is cutting time for following sessions, meals or break times. We advise you to make a note of your remaining time, say 15-20 minutes before the end of your session. This way you will be reminded how much time is left until the end and you can start wrapping up. We of course encourage all discussions and questions, we just know how tightnit a 90-minute session can end up being.

Key points

At the end of the session, it would be useful to come to a conclusion, either in some sort of key points or takeaways or just a summary of what was shared and

discussed. This helps to concretise what the session meant to the speakers and participants and is a good point to finish on and possibly continue later discussions.

Discussion

An interesting tip is to not leave the questions for the end of the session but instead try and incorporate them throughout the session. It makes for a more dynamic and inclusive discussion, especially when there is more than one speaker. Sessions almost never cover all that was envisioned, so it would be more interesting to give more time for discussing points which have been made rather than orienting the session towards monologue-like presentations in which speakers try to cram in as much information as possible. We feel that participants of the school will most benefit from being able to engage in lively discussions and asking questions and therefore encourage everyone to participate as much as they can.

Sincerely,

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SUMMER SCHOOL
2023