



## Speaker Event Planning

### CHECKLIST FOR LOCAL SECTION PLANNER

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For a more successful meeting, be sure to complete each step. It is also a good idea to familiarize another colleague with this event/information just in case you need someone to take over this event for you.

Event Date: \_\_\_\_\_

Speaker Name: \_\_\_\_\_

#### Pre-event Preparation

- Communicate with speaker one to two months in advance to verify day/date, time, location, topic, local section contact address/phone number, and to see if any a/v or dietary needs/restrictions.
- Secure hotel accommodations (or offer recommendations to speaker) one to two months prior to the event.
- Provide detailed driving instructions to the meeting site, or arrange for local transportation.
- Publicize the meeting in advance via newsletter editor and website. If applicable, invite scientists from other disciplines or consider if members of the public should be invited.
- Begin publicity 2-3 months prior to the event.
- Post event in the ACS Event Locator so that other ACS members will be aware of your event.
- Book meeting space that was conducive to the program.
- Obtain appropriate AV equipment/materials for speaker use.

#### On-site Assistance

- Meet speaker at designated contact point.
- Distribute speaker evaluation forms to attendees.
- Assist with distribution of materials and set-up of equipment.
- Manage on-site logistics.
- Introduce speaker to audience.
- Assist speaker during program as needed.
- Assist speaker with post meeting details (i.e., packing materials, etc.).