

Introducer

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| Allocated minutes | 1:00 | 1:30 | 2:00 |
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As per our House Rules/Guidelines we recommend that you aim to speak to the amber time, as generally, you'll find that time flies!

Purpose

As an introducer, your role is primarily three-fold. You are there to warm up the audience and most importantly, to welcome the person that is coming up to the stage to present their speech.

But as well as being of interest to the audience, your introduction is also useful for the Evaluator as it helps to reinforce the relevant projects, objectives and goals that the speaker is working towards. Plus, as timings can sometimes be incorrect on the Agenda, it clarifies the specified timing for the timer.

In this overview:

- Pre-meeting prep
- Introducing the speaker

Pre-meeting prep

It is your responsibility to contact the person you are introducing well before the meeting and prepare your introduction in advance.

You will find the standard speech information listed on the meeting Agenda in easy-Speak, but still need to contact the speaker to check that the details are correct, plus get some additional information to round out your intro.

Your introduction **must** include:

- The person's name
- Title of the Speech

- The Pathways Path / Level / Project & some of the objectives
(Note: It may be a non-Pathways speech, in which case state this)
- Time of the speech

And it must end with the Toastmasters standard introduction format, “Speaker Name - Speech Title; Speech Title - Speaker Name” format *

Additional information you can use to build up the speaker and warm up the audience
(Note: 2 minutes goes fast, so only use 1 - 2 of these points)

- A short piece of interesting news that they wish to share with the audience
- A little about them
- What they have been up to lately
- Something that not everyone knows about them
- Background on the speech that will help the speaker tell their story/presentation

** This can sound unnatural at first, and there are some members that resist it!! BUT the reason we do it this way is so that the audience will catch what the speaker will be talking about if they missed it the first time you said it, plus they'll remember the speaker's name - it's the last thing they hear, and arguably, the most important when welcoming a speaker to the stage!!

Introducing the speaker

1. The Toastmaster will introduce you and invite you up to the stage. Shake their hand, or when any Covid Alert Levels (1-4) are in play, bump elbows.
2. Deliver your introduction, making sure you present the following points, but feel free to mix things up:
 - Name of the Speaker
 - Pathways Path / Level / Project
 - Speakers goals for their speech
 - Time of the speech for the timer (not the audience)
 - Additional information about the speaker

Finish your introduction with the standard “Speaker Name - Speech Title; Speech Title - Speaker Name” format

Lead the applause until you shake hands or bump elbows to hand over the stage to the speaker

Toastmasters International overview

You'll find the official Toastmasters International's overview of all the roles in [A Toastmaster Wears Many Hats](#) - Introducer's role, page 12

