IMPORTANT SPEAKER PROGRAM MESSAGE

Due to the COVID-19 pandemic, INFORMS is suspending speaker travel and encouraging student and regional chapters to host virtual events.

### 4+ WEEKS PRIOR TO YOUR EVENT

- Check out the INFORMS Speakers Program Virtual Engagement Guide and consider possible formats for your event, inviting multiple speakers, etc.
- Use the Find a Speaker page to search for someone right for your event. Speakers who are willing to do virtual presentations have an asterisk after their name.
- Submit the [online request form](#). Staff will follow up with you and contact your choice of speakers.
- When a speaker replies that they are available, INFORMS staff will facilitate your initial contact.
- Schedule an initial phone call to make sure the speaker is the right “fit” for the event you’re planning.

### 3+ WEEKS PRIOR TO YOUR EVENT

- Communicate your goals for the event. Be clear about the topic you would like the speaker to discuss. Tell them about the audience. Slides or no slides? How will Q&A be handled? Will there be a social component?
- Talk with the speaker about the technology you plan to use and confirm they have an adequate camera and microphone.
- Confirm with the speaker the exact date and time of the event.
- Promote your event! Use whatever social platform will best reach your audience – email, social media, INFORMS Connect, etc.
- Have speaker sign INFORMS Video Release form.

### THE WEEK PRIOR TO YOUR EVENT

- Schedule a Zoom practice session to ensure everyone is comfortable. Confirm you have a short, up-to-date bio of the speaker if you will be introducing him or her.
- Send or post reminders about the event for your audience. INFORMS staff will set up your Zoom event so that reminders are automatically sent to registered attendees one week, one day, and one hour prior to the event.

### THE DAY OF AND AFTER YOUR EVENT

- Check in with the speaker a few hours before the event and ask if they have any questions.
- After the event, send a personal thank you to the speaker. Watch for INFORMS staff to send a post-event evaluation. Be sure to complete and submit this. We welcome your feedback!

For more information or questions, please contact:

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