Hosting and Introducing TMN Speakers

A week or so before the event, contact the speaker/leader to be sure all is well and on schedule. Assure the speaker knows where to go and the correct time.

Perspective: Hosting a speaker is special and of utmost importance for TMN. From the first contact to the final “thank you,” the interaction should be a pleasant and productive experience for the speaker. The proper introduction of a speaker is important not only to warmly welcome the speaker but to recognize the speaker’s special background and accomplishments. The introduction is meant to inform the audience of the speaker’s credentials and significant accomplishments. Introductions should be brief (3-4 minutes). Information for the introduction should be obtained directly from the speaker. The following are some key points that should be considered as a minimum when introducing a speaker.

1. Name and Title. Give the speaker’s full name and professional title. Make sure you have the correct pronunciation of the speaker’s name.

2. Educational Background. Reference all higher education degrees received, the institutions from which the degrees were received, and years in which they were granted.

3. Areas of Expertise. In a couple of sentences, briefly describe the speaker’s area(s) of expertise.

4. Major Accomplishments. Cite at least one of the speaker’s significant accomplishments in research,

5. Awards. Mention the speaker’s significant professional awards.

Example of an introduction:

I am honored and pleased to introduce Dr. Bastiaan “Bart” Drees, Professor, Extension Entomologist and Regents Professor in the Texas A&M University System. Dr. Drees received his B.A. in Biology (1974) and his M.S. in Entomology (1976) from West Virginia University. He earned his Ph.D. in Entomology at The Ohio State University (1980). Dr. Drees has expertise in agricultural and urban insect pest management; however, he is considered the world authority in the management and control of red imported fire ants. Through his research and extension programs, Dr. Drees has pioneered innovative management techniques to effectively control fire ants across large landscapes. Because of his outstanding reputation, Dr. Drees has been invited to Australia, New Zealand and China to share his unique fire ant expertise. Dr. Drees is extensively published in scientific journals and has a long and impressive list of extension publications. He has been recognized by the Texas A&M University System with the Regent’s Fellow Service Award in Extension, the distinguished
Achievement Award in Extension by the Entomological Society of America, and The Association of Former Students of Texas A&M University Faculty Distinguished Achievement Award in Extension. Dr. Drees is noted for his upbeat and enthusiastic presentations on insects and their role in nature. Hang on to your hats and get ready for a fun ride. Join me in welcoming Dr. Bart Drees.

Finally, at the conclusion of the speaker’s presentation, the speaker should be properly praised and thanked.

Take a minute or two to acknowledge TMN’s gratitude to the speaker. If you learned something in the presentation, point it out. Present the speaker with the honorarium as a small gift (which will be provided to you) representing our appreciation.