**Tips on How to Introduce Speakers**

1. Get acquainted with the speaker. Introduce yourself and start out with discussing the facts they plan on highlighting during their presentation. Review the brief bio they have provided in advance.

2. As you gather information about the speaker, note some extra fun facts about them, like some of their outstanding credentials. This could help in engaging the audience.

3. Verify all the information and make sure to clear with them first of what is OK to include in the introduction, and what is better left for them to say in their speech. Verification will lessen the chances for errors during the presentation. Practicing the speech in advance will also eliminate verbal pauses – words like ah, um, so, er, you know, well, and, but.

4. Write notes in bullet-form if you need them to refer to during the introduction. Avoid stopping in the middle of the introduction to ask the speaker how to pronounce their name, or what their job title is. Any uncertainties should be dealt with before the introduction.

4. During the introduction, be enthusiastic. Don’t read off the paper. Smile and make eye contact to members of the audience.

5. Be brief. Aim for between one and three minutes. Five minutes is too long.

6. Announce the speech title as given to you by the speaker. If you have any questions about it, ask the speaker before the introduction. Many speakers select specific titles for a reason. If the speaker is not using a title, make sure that your description matches the speakers.

7. Avoid monotony and clichés. Saying “the speaker needs no introduction“ shows how less of an effort you put in to getting to know the speaker and your concern about the entire speech.

8. In the beginning of the introduction, identify yourself by name and title, unless this has already been done earlier. Remember that the speaker and audience also needs to know who you are.