

# Student Hosts

We will provide travel itinerary, bio, picture, and presentation topic of each individual speaker

## Student Hosts Responsibilities

- Attend Student Host Training at least a week prior to the conference.
- Contact speaker and introduce yourself, confirm transportation arrangements given to you by Conference Coordinator.
- If needed, pick speaker up at the airport and bring them to the University Inn.
- Accompany speaker to the Eccles Conference Center, help them find their speaking room, get their speaker packet, and answer any questions they might have.
- You will introduce the speaker at the beginning of their session and be required to stay and listen to the speaker's session.
- Accompany the speaker to lunch if your schedule will allow.
- Coordinate with the Partner's In Business Conference Coordinator the times that you will NOT be available to aid your speaker, i.e. class (many teachers will work with you so you can attend the event), or prior work commitment.
- Pick up speaker gift from registration booth to give to speaker at the end of session.

## Dress Standards

- Business professional

## Conference Protocol

- Arrive early!
- Help speaker find their room where they will be presenting.
- Make sure that all speaker needs are addressed; If you have questions in regards to meeting the speaker's needs, go to the registration booth and ask a Partners in Business staff member.
- If the speaker needs something stored, bring it to the registration booth.
- Introduce speaker (see Introduction Protocol).

## Introduction Protocol

- Be familiar with speaker's bio, awards, activities, and major accomplishments
- Ask the speaker if there is anything they would like you to include in the introduction
- Introduction should be kept short (1-2 minutes at most)
- Practice, Practice, Practice...the introduction (best in front of a mirror, and/or recording yourself).
- Speak clearly, slowly, and correctly; Avoid "umm's" when introducing

### **A few more tips...**

- Get to know the speaker, and let them get to know you.
- Don't give your resume to the presenter unless asked. This is something you can email or send to them later. Their primary focus is presenting, not hiring. However, when student hosts present themselves well, the speaker is more than happy to continue future communications with them.
- Don't ask for a job. The speakers usually aren't the people that hire, but could refer you to the right person to contact—usually with a recommendation.
- Please act professionally at all times. Your actions not only reflect yourself, but the Partners in Business conference program and the entire university!
- Be attentive to your speaker's needs. However, do not follow your speaker around like a lost puppy. Allow your speaker a chance to network himself/herself, this also gives you a chance to mingle with other professionals.
- Do not intrude on the speaker's personal space.
- Do not answer personal cell phone calls while with the speaker during meals or the conference. Remember this is a chance to really show that you are interested in their area of expertise.
- Do not chew gum while with the speaker.
- Please treat the speaker with the utmost respect and consideration.