



Hospitality Checklist for Speakers:

- Provide all relevant Network contact information to the speaker(s)
- Provide a local map if available
- Give suggestions of hotels in your event area
- Transportation options available (offer ride, uber, taxi, bus, train, shuttle). Include from airport to hotel as well as from hotel to event.
- Start and end time for the meeting
- Expected arrival time of speaker
- Venue name, address and phone number
- Confirm what A/V equipment is available and NEEDED by the speaker
 - For example, computer, HDMI cord, microphone, projector
- Confirm you have permission to share slides (digital or paper) with attendees before or after the event. Get permission in writing (email).
- Confirm food and beverage being served

Misc. To Do's/Ideas

- Provide thank you card and/or gift to speakers. Consider having a branded thank you note with your Network logo created. If you chose to offer a small gift - identify a standard gift to give to each speaker to keep it easy. Be mindful of travel restrictions and luggage space.
- Think through hospitality issues before the day of the event so it is clear which Officer will be responsible for each piece. (Examples include ride from hotel to event, coordinate dinner before/after event, helping setup presentation).
- Create an agenda to confirm what officer is responsible for Network responsibilities
 - Example: registration table, sign-in sheets (be sure to capture current emails for CE's if appropriate), opening remarks, AVA introduction/presentation, treasurer report (if appropriate), speaker introduction, and closing statement/wrap up)

Other Things to Consider:

- Provide attendee demographics to the speaker (i.e. hospital/home health/infection prevention/etc.) if appropriate. Help them know their audience.
- Share your previous meeting topic if it was relevant