

#StroudNet

GUEST SPEAKER GUIDELINES

Thank you so much for volunteering to be a #StroudNet Speaker!!!

#StroudNet stands for The Stroud Entrepreneurs Network - A networking event for Entrepreneurs and Business Owners based in and around the Stroud Valleys and wider Gloucestershire area.

#StroudNet meets every other month (Jan, March, May, July, Sep, Nov) and is a networking event for Entrepreneurs and Business Owners. #StroudNet typically attracted 40-50 guests at each event. Our guests are based in and around Stroud, Gloucester, Cheltenham and North Bristol. We meet at the Stonehouse Court Hotel, just off J13 of the M5. The full address is:

Stonehouse Court Hotel, Bristol Road, Stonehouse
Stroud, Gloucestershire, GL10 3RA

The event includes networking, a 20 minute Inspirational Talk, a 40 minute Masterclass followed by an open Q&A panel with the two speakers and StroudNet organiser, Robin Waite and then finally lunch. StroudNet is typically run on a Tuesday morning following the schedule laid out below:

9.30am - Arrival. Networking. Coffee. Biscuits & Pastries
10.15am - Introduction
10.20am - Inspirational Session
10.45am - Stonehouse Court Hotel, Allsorts & prize draw, networking & coffee refills
11.00am - Masterclass Session
11.40am - Open Q&A Pane
12.00pm - Lunch and Networking
12.30pm - Close

Robin Waite is the organiser of #StroudNet, he can be contacted on: 07980 305728

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WHAT I NEED FROM YOU RIGHT NOW:

- The Title of Your Talk
- Five bullet points explaining what your talk will cover
- The one 'take away' you expect delegates to leave your talk with
- Contact Information:
 - Name & Company Name
 - Email Address
 - LinkedIn Profile URL
 - Facebook Page
- A short biography to go on the event listing
- A 20 Word Introduction (this is so I know how to introduce you on the day)

POWERPOINT SLIDES and SUPPORTING MATERIALS:

- If you would like to use the projector or a flipchart, please let me know at your earliest possible convenience so we can let the venue know.
- Please email your slides to Robin – robin@robinwaite.com – at least 3 days in advance of your allotted speaker date.
- We encourage speakers to make their talks interactive, especially the masterclass slot.
- For the masterclass slot we recommend ensuring your talk includes two or three breakout activities.
- We find that worksheets help make these activities more memorable and interactive and ask that if speakers do intend to bring worksheets they bring the worksheets with them on the day. These can be placed on the tables before guests arrive.

BEFORE THE EVENT:

- Please share the event on your social media channels.
- Like the event, tag people into it, email it out to your lists.
- Facebook live the event on the day.
- Please encourage your tribe to come along on the day. We can provide discount codes if you're expecting a big turnout.

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ARRIVAL:

- If you are speaking at the event, please aim to arrive by 8.30am in order to set up.
- Roll-up banners are permitted, please aim to have these erected before guests start arriving at 9.15am. They can be positioned at the front of the room throughout the duration of the event.

GOODY BAGS:

- We provide goody bags for delegates at each #StroudNet event.
- Speakers are welcome to add promotional materials into the goody bags.

DOs

- Do make your talk as entertaining, education, and as much fun as you possibly can.
- Our delegates are usually a pretty relaxed bunch, so don't feel you need to hold back.
- Do ask questions and encourage the delegates to interact.
- Do pitch an offer and ask people to complete registration of interest forms.
- Swearing is fine, if that's your style, but not obligatory.

DON'Ts

- Please don't wing it.
- Please don't do a hard sell from the stage.
- Please don't tell me you're going to speak about one topic and then turn up and speak about something completely different.

All of the above have happened, trust me, you won't be asked back if you do any the above.