

When You are the Introducer



When You are a Speaker

- The following set of six slides is for your information, as background on what the Introducer is supposed to do during a meeting and how to best prepare for this role.
- Additional information is found in [A Toastmaster Wears Many Hats](#).
- These slides are just to help you prepare as the Introducer.
- There is no need to show any of these slides while you are in an online meeting. They are just for your benefit.

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The role of introducer is not required, but it is found in many clubs. A good introduction paves the way for a positive experience for the speaker and the audience. It is the responsibility of the introducer to develop an introduction for each speech and present it well to the club. An introduction requires almost as much preparation as a full speech.

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Prior to the Meeting:

- Contact each speaker you will introduce to collect relevant information about the speech and the speaker.
- Prepare your introductions.

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Upon Arrival at the Meeting:

- Greet the speakers you will be introducing and confirm the title of their speeches and any pertinent information that may have changed.
- Select a seat near the front of the room for quick and easy access to the lectern.

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During to the Meeting:

- Introduce each speaker. After your introduction, remain near the lectern. Once the speaker takes their place, return to your seat.
- The responsibilities of the introducer conclude with the meeting