



Invite a Guest Speaker

Recommended for: **HIGH INTEREST LEVELS**

1. Find a Speaker

- a. **Find a speaker** – start by looking at our partners and see if any are local to you! Email the closest MFI and ask for an individual to come to your university or school to speak for 45 minutes about his/her organization and the importance of microfinance. We recommend also planning for 15 minutes of Q and A.
- b. **Plan in advance**-- give speaker a minimum of two to three weeks to confirm and prepare. In your email, include driving directions and distance to your school, with a few suggested dates in April. Ask them what they need to present their lecture.
- c. **Ask if the speaker offers student internships.** If so, ask speaker to bring business cards or information with them for students to use to contact organization after lecture.

2. Meeting Place

- a. **Decide on a time and a place** with your club members to host a Microfinance professional during the month of April. Choose an auditorium or a room with plenty of seating and the materials the speakers requests (podium, projector, access to a computer).
- b. **Get permission** from your teacher or your Student Activities to reserve that room for your guest speaker for one hour.
- c. ****BONUS** Get extra credit** for listening to your guest speaker with the permission of your teacher or professor, or ask if the speaker would be allowed to present during class time (make sure its relevant to the class).

3. Advertise

- a. **Talk to your club members, classmates, and friends.** Let them know about the guest speaker you invited. Give them the details on the when and the where-- make a few flyers. If you're in college, especially advertise to students in economics, politics, and international affairs.
- b. **Talk to professors.** Professors will help spread the word by letting students know, and encouraging them to go. Make sure to contact anyone in the economics, international affairs, or political science departments since they are the most likely to want to be involved.
- c. **Mention the possibility of student internships,** if the speaker was interested in offering internships.

4. Day Of Event

- a. **On day of event,** prepare speaker with a water bottle and other specified equipment. Introduce speaker and let him/her speak. Establish how you will signal when there is 15 minutes left and it's time to switch over to Q and A.
- b. **Thank the speaker for coming**-- consider writing a hand written thank-you note on behalf of your club so they will come back again.