

Be a Host for a LIFT Speaker Series Event

The responsibilities of the host for a LIFT event include:

- In consultation with the event coordinator, choose a theme for the event. The theme is the common thread for all the speakers, although their topics may be quite diverse. The host introduces the theme at the beginning of the event (3-5 minutes).
- Three speakers are chosen to speak on a topic that will relate to the theme, either directly or indirectly. Two speakers have 8-10 minutes for their presentation, and the third speaker has 20-25 minutes. The host may prefer to get the speakers. However if that is not the case, the LIFT working team will find the speakers.
- Prior to the event, the host will get introductions from the three speakers. The intros will include 4-5 sentences to introduce the topic, and the title of the speech. Guidelines for writing an introduction [can be found here](#).
- The host posts information to his or her community circle on social media channels. Social Media posting may include the names of the speakers if they give permission.

Checklist

___ Theme chosen.

___ Three speakers chosen.

___ Intros received from the three speakers.

___ Posted on Social Media channels.

___ Have permission to post names of speakers on social media.