

Educational Event

Use these discussion points to introduce a guest speaker for an educational event.

- **Welcome members and guests:**

- Include your name your role within the chapter.
- Thank everyone for attending the educational event.

Welcome to the [title of event] educational event. My name is [name], and I am the activities coordinator for this chapter. I'm excited to have you here with us this [morning/afternoon/evening].

- **Share upcoming chapter activities:**

- Include dates, times and locations for each event.

Before we get started, I'd like to share our upcoming activities with you. On [date] at [time], we will be [name/description of activity] at [location]. On [date] at [time], we will be [name/description of activity] at [location].

- **Introduce the guest speaker:**

- Include the speaker's name, occupation and what he/she will be talking about.

Now let me introduce our guest speaker, [name]. [He/she] is [job title and company name as appropriate] and will be educating us on [topic]. Let's welcome [name].