

PARLIAMENTARIAN REPORT APRIL 8, 2016

INTRODUCTIONS AND PRESENTATIONS

A person known to the group is presented, and a stranger is introduced.

“Ladies and gentlemen, The President of the United States.” The highest official in the land is introduced with just nine words so be sure to stay within a minute or two of introduction time. Prepare your introduction in advance and practice it out loud.

- Choose a few major facts about your speaker (present position and title; past accomplishments; relationship to your group).
- Give speaker’s topic.
- It is correct to hold the speaker’s name until last, even though the audience already knows it.
- Remain standing at the lectern until the speaker joins you there.

The one who presents/introduces the speaker, thanks the speaker. The thanks should also be brief.

At business meetings, guests should be introduced according to rank. The highest ranking should be introduced/presented last.

Only one guest is the keynote speaker for the meeting. Each of the speakers at other times should be introduced/presented before she or he would speak. Never ask an invited guest to speak unless they have been given advance notice.

The **people** at the head table are introduced/presented, not the **head table!**

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Thank you,

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