

# Call for Presentations

All District 57 Toastmasters are invited to submit for consideration an educational presentation for the Fall Conference.

The conference will be held Saturday, November 14, 2009 at Diablo Valley College in Pleasant Hill.

## The Selection Process

We are taking extra steps this year to ensure that our speakers are given ample time to prepare and plenty of support to give their best possible presentations. We have many speakers in the district who can “wing it,” but for a conference we want to show off speakers giving their best possible performance.



### Phase 1 – Script Submission (August 8 – September 15, 2009)

Anyone wishing to speak at the Fall Conference can submit a script for consideration. Topics should be of interest to a Toastmasters audience – speaking skills, leadership, club and membership building, etc. You should prepare a presentation that will last 40 minutes, leaving time for your room monitor to introduce you at the beginning, and later to solicit and collect evaluations from the audience after you have spoken. Scripts will normally be 12-14 double-spaced pages in length (figuring 2-½ minutes per page). If there will be a workshop as part of the class, please break down the time in a detailed outline format. If you have any collateral material you would like to hand out, include that in your submission as well. Send the script and collateral material to [dawson\\_dennis@emc.com](mailto:dawson_dennis@emc.com), or Dennis Dawson, 10775 Minette Drive, Cupertino, CA 95014. Please submit your script as soon as possible, but no later than September 15, 2009.

### Phase 2 – Auditions (September 15 – September 30, 2009)

The education committee will select the presentations we consider to be of greatest interest to our district members and contact the presenters to schedule an audition. The audition will be approximately 15 minutes in length. The speaker will give ten minutes of the presentation, then talk with the selection committee about the presentation. The selected speakers will be informed by September 30, 2009 if they have been chosen to speak at the conference.

### Phase 3 – Dress Rehearsal (September 30 – October 31, 2009)

All speakers will give their presentation to members of the selection committee. We will provide feedback and suggestions for ways to enhance the presentation for the Toastmasters audience.

On Saturday, November 14<sup>th</sup>, all of our speakers will be ready with well- prepared, well- rehearsed presentations.

## For more information

If you have questions or would like additional information, please contact Dennis Dawson at [dawson\\_dennis@emc.com](mailto:dawson_dennis@emc.com) or via phone at (650) 704-5351.

***You have great ideas. We want to hear them!***