



# **Guest Speakers Guide**

## *Programs for Neighborhood Groups*

*Last updated August 9, 2011*

This guide — published by the Office of Neighborhoods — lists programs and speakers available for neighborhood meetings in the City of Knoxville, Tennessee.

Neighborhood groups needing a speaker or program should contact the agency or organization directly and make your own arrangements. However, you can still contact the Office of Neighborhoods (215-3232) for ideas and suggestions if the topics listed in this guide do not meet your needs.

This guide is updated as needed. If your agency, organization or business would like to be included, please email [neighborhoods@cityofknoxville.org](mailto:neighborhoods@cityofknoxville.org) with the following information: organization name, program topic, brief description of what can be covered, web address, and contact name, phone and email.

Business owners, nonprofits, and professionals — as well as government agencies — are urged to submit program topics for this publication.

To be included in this Guide, presentations must not solicit business or make direct appeals for donations. The Office of Neighborhoods reserves the right to edit entries submitted for this guide and to reject entries deemed unsuitable for any reason.

If your neighborhood group has enjoyed a particular program or speaker not listed here, please let us know.

For updates to or questions about this guide, please contact Neighborhood Coordinator David Massey at 215-3232 or [dmassey@cityofknoxville.org](mailto:dmassey@cityofknoxville.org).

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# City of Knoxville

## **311 Call Center**

Russ Jensen, Director  
(865) 215-2066

[rjensen@cityofknoxville.org](mailto:rjensen@cityofknoxville.org)

311 is the City of Knoxville's telephone service that provides a gateway to all programs and service the city provides. A 311 official will explain how 311 works and how to best use this service for maximum benefit in your neighborhood. With over 5 years of accumulated data, the official will also address the benefits of 311, including greater efficiency in delivery of services).

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## **Community Development Dept. - Owner Occupied Rehab**

Calvin Whitaker  
Housing Finance Supervisor  
(865) 215-2120

[cwhitaker@cityofknoxville.org](mailto:cwhitaker@cityofknoxville.org)

The speaker will describe the Owner-Occupied Housing Rehabilitation Program, which helps low- and moderate-income homeowners make significant repairs to their homes to bring them up to the City of Knoxville's Neighborhood Housing Standards. Income limits apply.  
<http://www.cityofknoxville.org/development/ownerrehab.asp>

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## **Disability Services Office**

Stephanie Brewer Cook  
Disability Services Coordinator  
(865) 215-2034 Voice  
(865) 215-4581 TTY

[scook@cityofknoxville.org](mailto:scook@cityofknoxville.org)

Learn about the services available throughout the city for Knoxville residents with disabilities. Also, learn about the rights and responsibilities of persons with a disability under the federal Americans with Disabilities Act (ADA) and how they can

expect to interact or participate in the programs and processes of the city of Knoxville.

Accommodations such as interpreters for the Deaf, large print or Brailled documents for people who are blind and information on CD or via email are available for anyone who may need an accommodation in order to communicate with City personnel or individual departments. These are provided free of charge.

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## **Fire Department**

Captain Paul Trumpore  
(865) 595-4673

[ptrumpore@cityofknoxville.org](mailto:ptrumpore@cityofknoxville.org)

The fire department is willing and able to talk to any group about fire safety, fire codes, and arson. The fire department can train any group on proper fire extinguisher techniques.

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## **Office of Neighborhoods**

David Massey, Neighborhood Coordinator  
(865) 215-3232

[dmassey@cityofknoxville.org](mailto:dmassey@cityofknoxville.org)

The city's Office of Neighborhoods offers a wide variety of programs for meetings of the entire neighborhood as well as the board of directors. Topics include:

- Starting a Neighborhood Organization
- Holding Effective Neighborhood Meetings
- Recruiting & Retaining Members
- Working with City Government for the Benefit of Your Neighborhood
- From Conflict to Resolution: Getting Past Disagreements in Your Neighborhood

If you have an issue that may involve city government and don't know who to call, or who to invite to your meeting, call the Office of Neighborhoods to get started.

# City of Knoxville

## **Police Advisory Review Commission**

Avice Evans Reid, Executive Director  
215-3869  
[areid@cityofknoxville.org](mailto:areid@cityofknoxville.org)

The Police Advisory and Review Committee (PARC) is available to meet with neighborhood groups to share information about the work of the committee and to receive allegations of possible KPD officers' violation of KPD policies. PARC also serves as the liaison between the citizens of Knoxville and the KPD. Therefore, if citizens suspect illegal activities occurring in their neighborhood and are ill at ease with going directly to KPD, they may bring those concerns to PARC to address on their behalf. PARC participates in mediation between citizens and police officers to resolve issues that involve areas such as: understanding of laws; perceptions of professional behavior; lack of communication; and actions or verbiage that may be perceived as threatening, rude, or disrespectful.

PARC meets quarterly and all citizens are encouraged to attend and participate in those quarterly meetings. See:  
<http://www.cityofknoxville.org/boards/parc/>

## **Police Department Safety Education**

Sergeant Kelly Tanner, Safety Education Supervisor  
(865) 215-8609  
[ktanner@cityofknoxville.org](mailto:ktanner@cityofknoxville.org)

The program covers a broad range of topics from personal safety to violence in the workplace and pretty much everything in between. A lot of requests are specifically tailored to a particular group. Our program

delivers all types of crime prevention training and topics.

## **Public Service Department**

David Brace, Deputy Director  
(865) 215-2060  
[dbrace@cityofknoxville.org](mailto:dbrace@cityofknoxville.org)

The program will provide a general overview of services provided by the department. Topics Include:

- Trees, Tree Planting and Maintenance
- Public Grounds Maintenance
- Construction and Facility Maintenance
- Downtown Special Events and Maintenance
- General Public Works
- Snow/Ice Removal

## **Neighborhood Codes Enforcement**

Robert Moyers, Manager  
(865) 215-2119  
[rmoyers@cityofknoxville.org](mailto:rmoyers@cityofknoxville.org)

Learn about investigations of codes violations in regards to dilapidated buildings, dirty or overgrown lots, illegal dumping, and abandoned vehicles — and how these violations are corrected.

## **Solid Waste & Recycling**

John Homa, Solid Waste Project Manager  
(865) 215-2872  
[jhoma@cityofknoxville.org](mailto:jhoma@cityofknoxville.org)

PowerPoint presentation about the Solid Waste Office, transfer station, household hazardous waste collection, recycling and general services provided by the Public Service Department. Flyers can be provided as well.

# City of Knoxville

## **Stormwater Engineering**

David McGinley, Division Chief

215-2148

[dmcginley@cityofknoxville.org](mailto:dmcginley@cityofknoxville.org)

The City's Stormwater Engineering Division offers a wide array of programs for neighborhood associations. These include:

- Basic Stormwater Drainage
- Illicit or Illegal Discharges - Water Quality Hotline 215-4147
- Commercial Construction Inspection (run-off from a commercial project)
- Best Management Practices (Requirements for stormwater pollution prevention and erosion control, e.g. topics such as how to wash your car, pet waste, silt fence, etc.)
- Adopt-A-Stream Program
- Rain Barrel Workshops

PowerPoint presentations cover our NPDES (National Pollution Discharge Elimination System) Program, Basic Water Quality, Low Impact Development, and Rain Barrels.

# Knox County

## Health Department

Ranee Randby  
(865) 215-5534  
[ranee.randby@knoxcounty.org](mailto:ranee.randby@knoxcounty.org)

## Community Engagement

Ben Epperson, Program Manager  
Healthy Kids, Healthy Communities  
(865) 215-5184  
[Ben.epperson@knoxcounty.org](mailto:Ben.epperson@knoxcounty.org)

Topics include:

- Neighborhood Placemaking – Cheap and easy ways to transform unused space in your neighborhood into something that helps build community.
- Community Slow Bike Rides – Creating a neighborhood bike ride is a wonderful way to have fun, meet your neighbors and recruit for your meetings.
- A Better Block – How some cities are creating street fairs and public markets for next to nothing.
- PhotoVoice – How to use pictures to more effectively communicate your neighborhood issues.

## Emergency Preparedness

Emergency Preparedness Division  
215-5093

Emergency preparedness tips for individuals, civic groups, faith-based organizations, and businesses. When you call, please be prepared to provide the following information to our staff: the date/time, subject(s) you would like to be covered, the timeframe allowed, and the type of audience.

## Health and Environment

Al Iannacone, Environmental  
Epidemiologist  
[albert.iannacone@knoxcounty.org](mailto:albert.iannacone@knoxcounty.org)  
215-5242

Topics include: Radon risk; air quality and health (asthma); health risks from various pollutants / contaminants in our environment, food, or water; health implications of climate change; risks from pharmaceutical waste & what to do about it; why the built environment is a public health issue; and more.

## Healthy Eating

Sarah Griswold, RD  
[sarah.griswold@knoxcounty.org](mailto:sarah.griswold@knoxcounty.org)  
215-5304

Choose nutritious foods for long term health benefits! Sarah Griswold, registered dietitian, can show you how nutritious food is affordable and delicious.

## Healthy vs. Unhealthy Relationships, Dating/Domestic Violence

Karen Stier, Rape & Violence Prevention  
Educator  
[karen.stier@knoxcounty.org](mailto:karen.stier@knoxcounty.org)  
215-5061

Recognizing the signs of healthy & unhealthy relationships, what are the characteristics of a good or bad partner, how to intervene in an unhealthy relationship, what resources are available if you or someone you know is an unhealthy (abusive) relationship.

# Knox County

## **How Healthy Are We?**

Dr. Kathy Brown,  
[kathy.brown@knoxcounty.org](mailto:kathy.brown@knoxcounty.org)  
215-5095

Topics include: Health indicators and insight to what challenges Knox County; food-borne illness and reducing your risk; specific health conditions in Knox County including heart disease, diabetes, arthritis, teen pregnancy, cancer. Will discuss who is at risk, contributing risk factors, and prevention strategies.

## **Mosquito Control**

Environmental Health Department  
215-5200

Mosquito control measures are discussed and literature distributed to neighborhood association meetings and other groups upon request.

## **Preventing Falls for Seniors**

Rachel Frazier  
[rachel.frazier@knoxcounty.org](mailto:rachel.frazier@knoxcounty.org),  
215-5175

## **Sexual Assault Prevention**

Karen Stier, Rape & Violence Prevention Educator  
[karen.stier@knoxcounty.org](mailto:karen.stier@knoxcounty.org)  
215-5061

Basics of sexual assault, legal definitions, statistics, safety tips for risk reduction, date rape drugs, effect on the victim, how to respond to a disclosure, myths about sexual assault, local & national resources.

## **Staying Active**

Shana Masengill  
[shana.masengill@knoxcounty.org](mailto:shana.masengill@knoxcounty.org)  
215-5610

People are made for movement! Shana Masengill, exercise physiologist, can "walk" you through the numerous benefits of physical activity and show you that being fit is fun.

## **Understanding HIV and AIDS**

Judy Roitman  
[Judith.roitman@knoxcounty.org](mailto:Judith.roitman@knoxcounty.org)  
215-5545

HIV is still present, still a risk: what it means to our community.

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## **Office of Community Outreach**

Jonathon Griswold  
Community Outreach Manager  
[Jon.Griswold@knoxcounty.org](mailto:Jon.Griswold@knoxcounty.org)  
215-4439  
<http://www.knoxcounty.org/communityoutreach/index.php>

This is a county-wide, inter-governmental constituent service operation, which coordinates communication between the Mayor's office and the constituency on all calls for service/assistance, whether the responding office is part of the Executive Branch of Knox County or not.

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## **Property Assessor**

Judy Parker  
215-4250  
215-2281 Fax

Craig Leuthold, public information director for the Knox County Property Assessor's Office, is available to speak to community organizations about property assessments, how they are computed, and how assessments affect property taxes.

# Other Governmental Agencies

## **Knoxville Utilities Board (KUB)**

Brittney Anthony, Community Relations  
(865) 594-7512

[KUBcommunity@kub.org](mailto:KUBcommunity@kub.org)

Or request a speaker and see a more detailed list of speaker topics by visiting:

[www.kub.org/wps/portal/kubcommunity](http://www.kub.org/wps/portal/kubcommunity)

KUB offers presentations on Energy Conservation and other company-wide initiatives and projects that affect customers. KUB's topics include:

- Construction Projects (electric, natural gas, and water system upgrades)
  - PACE 10 Wastewater Collection System Improvement (construction projects, wastewater facilities, environmental impact, etc.)
  - Private Sewer Lateral Program (maintaining proper connections to sewer mains to protect your property and the environment)  
Can the Grease (preventing sewage backups in homes/neighborhoods caused by cooking grease)
  - Energy Conservation (tips to conserve energy and save on utility bills)
  - Green Power (reducing our region's dependency on non-renewable resources like coal and other fossil fuels)
  - Vegetation Management (tree pruning and clearance in the utility maintenance zone)
- 

## **Metropolitan Drug Commission**

Heather Sutton  
(865) 588-5550

[hsutton@metrodrug.org](mailto:hsutton@metrodrug.org)

Speakers are available to address youth use and adult abuse of alcohol and drugs in Knox County. Possible Featured Subjects: Underage Drinking, Prescription Drug Abuse, Drug-Free Workplace, Parenting Tips, Social Host Law, Drug Trends, Media Literacy, General information about alcohol and other drugs. *(NOTE: All topics can be tailored to fit each audience.)*

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# Other Governmental Agencies

## Transportation Planning Organization (TPO)

### Safe Routes & Complete Streets

Ellen Zavisca, Transportation Planner  
(865) 215-2500  
[Ellen.Zavisca@knoxtrans.org](mailto:Ellen.Zavisca@knoxtrans.org)  
[www.knoxtrans.org](http://www.knoxtrans.org)

**Safe Routes to School:** The TPO works in partnership with the Knox County Health Department and other city and county departments to create promotional and educational programs that make it safer for children to walk and bicycle to school. They will also help identify low-cost safety projects near schools that they can help bring to the attention of the city, county or other appropriate agency. Program website: [http://www.knoxtrans.org/plans/complete\\_streets/index.htm](http://www.knoxtrans.org/plans/complete_streets/index.htm)

**Complete Streets:** The TPO's recently completed Regional Complete Streets Study identifies ways in which streets can be constructed or reconstructed to safely accommodate all users—including pedestrians, bicyclists, transit users, and drivers—and people of all ages and abilities. The Complete Streets Guidelines produced as part of the study show how streets can work for everyone. Neighborhoods can play a big part in seeing that this happens. Program Website: [http://www.knoxtrans.org/plans/complete\\_streets/index.htm](http://www.knoxtrans.org/plans/complete_streets/index.htm)

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### Bicycle Programs

Kelley Segars, Transportation Planner  
(865) 215-3815  
[kelley.segars@knoxtrans.org](mailto:kelley.segars@knoxtrans.org)

The TPO's Bicycle Program strives to encourage more bicycling as transportation and improve the safety of bicyclists through

implementation of the 2009 Knoxville Regional Bicycle Plan. Action steps include providing training to law enforcement officers, holding community rides and events, raising awareness of the rules of the road for bicyclists and motorists, and ensuring all road projects comply with the bicycle accommodation policy.

**Bike Commuting 101:** This presentation covers the basics of how to get started biking to work, from choosing a route to what to wear and how to carry stuff on your bike.

**Traffic Skills 101:** This class teaches students how to use lane positioning to be more visible and predictable in traffic and gain confidence. It includes in-class and on-the-bike instruction. This class is usually held a few times a year by the TPO for the general public, but could be offered specifically for your group if there is sufficient interest.

**Bicycling Ambassadors Booth:** Available for community festivals, this booth features all the information you could want about bicycling. Bicycling Ambassadors are on hand to answer questions as well.

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### Smart Trips Program

Alisa Ashouri, Smart Trips Coordinator  
(865) 215-2916  
[smarttrips@knoxtrans.org](mailto:smarttrips@knoxtrans.org)

Using alternative transportation saves money and reduces pollution, but it can be daunting to figure out bus routes or find a carpool partner. People can contact the Smart Trips coordinator directly with questions, or the coordinator can come to your neighborhood with customized information for your area.

# Nonprofit Organizations

## **Boy Scouts of America Great Smoky Mountain Council**

Anthony L. Ingram, District Executive  
(865) 566-0644

[Anthony.Ingram@scouting.org](mailto:Anthony.Ingram@scouting.org)

Citizenship and Character Development Programs for Youth ages 5-21: Programs for youth ages 5-21 that can help build strong communities. We have Cub Scouts – for boys ages 5-10 that are at least in the first grade; Boy Scouts – for boys ages 11-18; Venture Scouts – for boys and girls ages 13-21; and Career Exploring – for boys and girls ages 13-21.

Scouting is a GREAT program that would benefit every neighborhood because it promotes Citizenship (in the community, nation and world), Leadership and Character Development. Scouting also strongly encourages community service (once you learn a skill you are morally obligated to share that knowledge with others).

## **Centro Hispano de East Tennessee**

Silvia Calzadilla, Executive Director  
(865) 522-0052 or 405-8491

[scalzadilla@centrohispanotn.org](mailto:scalzadilla@centrohispanotn.org)

[www.centrohispanotn.org](http://www.centrohispanotn.org)

This organization is available to present any information a community may need to learn more about the Hispanic community.

Centro Hispano de East Tennessee promotes the empowerment and civic participation of the Hispanic community through education, advocacy and services. Centro Hispano is a community center where Hispanics can link with services and resources in the community, and local service agencies can get assistance connecting to the Hispanic community. It also provides legal assistance

clinics, language and literacy, and civic participation.

## **Knoxville Bar Association**

Lawyer Referral Service

(865) 522-7501

[www.knoxbar.org](http://www.knoxbar.org)

The speakers from the Knoxville Bar Association Lawyer Referral and Information Service won't be outspoken. That is, they intend to be second to none when it comes to speaking out about the law. Attorneys experienced in a wide range of practice areas will speak to your group or organization without charge on the subject of your choice. The Speakers Bureau is offered as a free public service. Please allow 4 weeks advance notice.

## **Knoxville Botanical Garden and Arboretum**

Steve Seifried, Executive Director

(865) 862-8717

[Steve@KnoxGarden.org](mailto:Steve@KnoxGarden.org)

[www.KnoxGarden.org](http://www.KnoxGarden.org)

KBGA staff has developed a short list of garden-related presentations. They also can speak about the history of the Howell Family and their nursery which remained open for over 200 years. KBGA is focused on making Knoxville a wonderful place to live and recreate.

The KBGA grounds – including walking trails and finished gardens – are open 365 days a year, from dawn to dusk, free to the public. Also, KBGA makes its “Garden Club Room” available to community groups for regular meetings or special occasions.

# Nonprofit Organizations

## **Knoxville Knox County CAC Office on Aging**

Nancy Lofaro or Kathy Burke  
(865) 524-2786  
[nancy.lofaro@knoxseniors.org](mailto:nancy.lofaro@knoxseniors.org);  
[kathy.burke@knoxseniors.org](mailto:kathy.burke@knoxseniors.org)  
[www.knoxseniors.org](http://www.knoxseniors.org)

### **Volunteer Assisted Transportation** VAT staff - 524-2786

Information will be shared about the Volunteer Assisted Transportation (VAT) Program that provides rides for Knox County seniors and people with disabilities who need aid and assistance to travel safely by providing rides using agency owned hybrid sedans and wheelchair accessible minivans, as well as training volunteer drivers to provide (nonmedical) door-through-door transportation to those who need help.

### **Senior Services** One Call Club staff - 524-2786

Topics include: One Call Club; Caring for the Caregiver; Community Resources; Home Safety Tips; Long-Distance Caregiving; Communicating with the Elderly; Balancing Work and Caregiving; Stress Management; How to Protect Yourself from Scams; and Where to Find Services and how to Reduce your Cost.

### **Volunteerism** RSVP staff -- 524-2786

Presentations, information and exhibits are provided by RSVP (Retired & Senior Volunteer Program) staff and volunteers. Topics include the many facets of volunteerism: recruitment, placement and training of volunteers, recognition events for volunteers, options for retirees, and

volunteer management for organizations and nonprofit agencies.

### **Senior Employment** Bonnie Lyle Senior Employment Service Coordinator 524-2786

Staff from the Senior Employment Program will share tips for individuals 50 and over returning to the work force. Information about the program is detailed including valuable job-search training in monthly workshops and interaction with employers with available positions, 2 to 3 job fairs annually, and individualized help with job counseling and resume assistance.

### **Grandparents as Parents** Edna Eickman, GAPP Program Manager [edna.eickman@knoxseniors.org](mailto:edna.eickman@knoxseniors.org) 524-2786

Staff from the Grandparents as Parents Program (GAPP) explain the unique needs of Knox County grandparents and relative caregivers raising children whose parents are unable to care for them. Information will be provided about GAPP's support meetings, information and referrals to community resources for grandparents and relative caregivers, and GAPP's trained Volunteer Advocates who can assist grandparents through the challenging Juvenile Court custody process or school IEP meetings.

### **Prescription Drug Consumer Information and Advising** David Holden, 524-2786

Presentations and exhibits are provided by staff from Affordable Medicine Options for Seniors (AMOS). Special focus is on Medicare Part D, Medicare Advantage insurance, and the new Affordable Care Act.

# Nonprofit Organizations

Information is also available about prescription drug free medicine and discount programs. AMOS volunteers provide in-depth research and advising for seniors and people with disabilities.

## **Senior Companion Program**

SCP Staff – 524-2786, Deisha Finley  
[deisha.finley@knoxseniors.org](mailto:deisha.finley@knoxseniors.org)

Information will be shared about the Senior Companion Program (SCP), which provides low-income volunteers an opportunity to serve homebound and isolated individuals in the community. Volunteers receive a stipend for providing respite care, home maker services, personal care, and companionship to the vulnerable population.

## **Support Services for Seniors**

Misty Goodwin, Melinda Bryant, 524-2786

Staff from Project LIVE (Living Independently through Volunteer Efforts) explain services provided by the program including in-home assessment, care management, and referral to community services and resources. Volunteers do chore services and make minor home repairs and safety modifications for seniors who are determined eligible.

# Making Arrangements for a Guest Speaker at Your Neighborhood Meeting

Just a little advance planning and clear communications will go a long way toward ensuring a successful meeting with a guest speaker. Here are a few tips:

- ✓ First and foremost, select speakers and topics of interest to your members. A program topic may be tied to a particular challenge or opportunity facing your organization. Also, stay tuned to issues and concerns expressed by your neighbors, and set aside time at the end of your meetings to ask for program ideas for future meetings.
- ✓ Contact your speaker as far in advance as possible — three or four weeks if possible.
- ✓ There is nothing worse than having your speaker show up on the wrong day, so double-check the date and time of the meeting, and the location. Even then, confirm the arrangements by telephone or email a day or two prior to your event.
- ✓ Ask for some biographical information so that someone in your organization can introduce the speaker. The introduction does not have to take more than a minute or two. Focus on the biographical details relevant to your organization or the topic at hand.
- ✓ Will your speaker supply needed audio-visual equipment? What about extension cords and outlets? It's a good idea to meet the speaker well before the start of your meeting so that you know the equipment is working before the meeting begins.
- ✓ Be sure you and your speaker have agreed on all of the details about the program itself, including the topic(s) to be covered, whether there will be questions and answers, and the total amount of time that can be devoted to the topic, including Q&A.
- ✓ Try to narrow down the focus or topic that you're asking the speaker to address. It's difficult for a speaker to know what to do with a topic that's too broad; be as specific as you can about what aspects of the subject you'd like addressed or what points you'd like covered. (This can be worked out in a single conversation with the speaker.)
- ✓ Some details can be covered in writing. Ask if the speaker will bring hand-outs to supplement the presentation.
- ✓ If you will be describing the upcoming presentation in a flier, newsletter, or program, it's best to ask your speaker for a title and description of what they will cover. They may ask you to go ahead and write it, but if possible ask them to

approve the wording. Their understanding of what they have to say may be very different from yours! Do you have the speaker's name and title spelled correctly?

- ✓ Provide your speaker with information he or she may need about your group: how many people to expect, needs or interests of your membership, and anything else they could use to plan their presentation to best meet your needs.
- ✓ Designate one of your members to be on the look-out for your speaker, escort him or her to the meeting room, and address any needs (e.g., water). This can be the same person who introduces the speaker.
- ✓ Is there enough time for your speaker/program AND any other business you need to conduct at your meeting? Advance planning helps ensure you do not run out of time.
- ✓ Do not expect a guest speaker to run your meeting. For example, the meeting facilitator should know how much time is available for Q&A. If there is time for just one more question, say so.
- ✓ The speaker may be comfortable fielding questions, but it is the responsibility of the meeting facilitator to make sure the speaker is treated with respect and is not subjected to more than one question at a time.
- ✓ Decide in advance whether the guest speaker will go before or after your regular order of business. This decision may depend on the speaker's schedule and the length of your agenda. (For example, many neighborhood groups allow police officers to go first so they can get back on their beats.)
- ✓ If your speaker goes first, give this person the opportunity to leave after her presentation, if there is no reason she needs to sit through the rest of your meeting.
- ✓ It's a nice gesture to send your speaker a thank-you card following the event.
- ✓ Consider forming a "program committee" to handle these tasks so that they do not fall on a single person.

Do not take these tips as gospel. Every situation is different, and not all of these steps necessarily need to be followed. If you are clear why you need to do things differently, go for it!