



Question Guide for Booking a Speaking Engagement

Have you recently been asked to speak at an event? Congratulations! This guide is designed to help you navigate the important questions you should ask before committing to a speaking engagement. Having these essential questions answered will help you to make an informed decision and be better prepared to speak at the event.

Basic Event Information

1. Hosting Organization: Who is hosting the event?
2. Event Name: What is the name of the event?
3. Date(s) and Times(s):
 - a. When does the event take place?
 - b. When are you expected to present?
 - c. Are you expected to attend the full event, or just the session where you are speaking?
4. Event Location:
 - a. Where does the event take place? Is it virtual or in-person?
 - b. If it is an in-person event, will it also be live-streamed? Do you have the option to participate virtually?
5. Point of Contact:
 - a. Who is the main point of contact for speaker coordination? Be sure to get their name, email, and phone number.
 - b. What is the best way to reach your point of contact on the day of the event?
 - c. Is there a backup, in case you cannot reach your main point of contact?

Event Specifics

6. Audience:
 - a. What is the estimated audience size?
 - b. Who is the audience? (patients, healthcare providers, industry, etc.)
7. Topic:
 - a. What is the session topic?
 - b. What topics and themes would they like you to present on?
 - c. What is the session format? (keynote, panel, workshop, etc.)

Preparation

8. Pre-Event:
 - a. Do any materials need to be provided in advance? (headshot, bio, slides, logo, etc.)
 - b. If so, when are they due, and where should they be sent?
 - c. Are there any preparatory calls or meetings you need to attend in advance?
9. Materials:
 - a. What materials are you expected to provide? (handouts, giveaways, etc.)
 - b. When are they due, and where should they be sent?

Compensation and Accommodations

10. Is an honorarium or stipend available for you?
11. Is support available for a caregiver or assistant to attend (honorarium, pass, etc.)?
12. If the event is in-person, will travel, lodging, and/or meals be covered?
13. Are accessibility accommodations available if needed?