

Kings Park Volunteer Guides – Training Course 2026

How to introduce and thank a guest speaker

Being asked to introduce or thank a guest speaker is an important part of our training. You will be asked with at least a week's notice to do an introduction or thank you.

The Introduction

- You will be provided with a Bio/Curriculum Vitae for the person you are introducing. This will give you information on their career history, sometimes over many years, and any other relevant information. Select only the main highlights, and condense the information to ensure your introduction is complete, relevant to the audience and not too long. For the purpose of this training course, an introduction should be no more than 1 minute.
- When doing an introduction, it is important to get the attention of the audience before you begin. Stand at the front of the room, perhaps near the podium, where you can make an easy exit after your introduction without walking in front of the guest speaker.
- Make the speaker feel welcome by smiling, standing confidently and speaking up.
- As part of this exercise, you will introduce yourself first and then you will introduce the speaker. The example below may help you.

Good morning, my name is [your first name only] and I'm a Trainee Kings Park Volunteer Guide

It is my pleasure to be introducing our [first or next] speaker today, [use their Professional Title e.g. Dr, Professor, then first name & surname]

.....

Then go through the highlights of their Bio/CV/Career [up to 1 minute max.]

..... [their first name] is going to be speaking about [Make sure you know what the title of their presentation is, subject or topic]

Would you please welcome [Use their Full Name and Title if applicable]

.....

- Start to applaud the guest speaker, and the audience will join you in the welcome applause, step away quietly and sit down.

The Thank you

Often the person who thanks a guest speaker is the same as the one who introduced them, so there would be no need to introduce yourself again at the end, however, for the purpose of the training course, we are going to have a different trainee thanking the guest speaker, so say who you are first.

- As you listen to the guest speaker's presentation, note a couple of highlights of their talk to use in the thank you but keep it brief, as you will need to keep listening as well. Your role is to demonstrate to the speaker that they have been listened to, and what they said was interesting and valued by the audience.
- Your thank you should be less than one minute.
- When the guest speaker is coming to the end of their presentation, be sure you are ready to stand up and head to the front of the room, so you can easily step forward when you start your thanks. The audience usually knows when to start an applause at the end of a presentation, so by that time, you should be up at the front and ready to start your thanks.
- The example below may help you

Good morning, my name is [your first name only] I'm a Trainee Kings Park Volunteer Guide

I wish to thank [use their professional title (if applicable) and first name & surname].

for their presentation on.....

*What I found interesting about your presentation today was
Or: there were several very interesting points in your presentation today, but just a couple of 'stand outs' for me were*

Would you please join me in thanking [use their professional title (if applicable) and first name & surname].

Start to applaud the guest speaker, and the audience will join you in the thank you applause also. Then step away quietly and sit down.

Edited by: E Forster

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