RAWTHMELLS
COFFEEHOUSE

Friday Conversations: speaker notes

- You have up to 50 minutes for your talk and discussion or Q&A
- A member of RSA staff will be on hand to let you know if time is running out by holding up 10 or 5 using their hands
- It is a good idea to outline the format you will use at the start of the talk so that attendees know there will be an opportunity to question/discuss
- After speaking, before the Q&A, you might invite the audience to turn to a person next to them and reflect, for 6 minutes (3 minutes uninterrupted spoken reflection per person). This gives the audience a chance to connect to one another and can have a positive impact on the nature and quality of the questions asked afterwards
- If the audience is quite full it is a good idea to repeat, or at least paraphrase, the questions you are asked. The nature of the space means that sound travels up but doesn't travel well back down again and guests in the front row may struggle to hear questions from the back.
- I would recommend, if there is a talk before yours, to attend it, as you may be able to draw interesting links and parallels with yours
- You may wish, and are welcome, to bring business cards or other supporting printed information to enable you to connect with guests and continue the conversation
- If you are using slides, please do include your social media information and @rawthmells #jointheconversation on the slides so that people are able to easily share online
- If you are not comfortable with introducing yourself, please let us know and a member of the RSA team can do this
- At the end of your talk please introduce the next speaker -
    - *"We are now going to have a quick break and will start again at [insert time] when [insert speaker name] will be talking about [insert subject]. If you aren't able to stick around I hope we will see you again soon, don't forget that Friday Conversations takes place weekly. Thank you."*
- If you are the final speaker, please say something along the lines of –
    - *"Thank you all for coming, if you have enjoyed this please do come along next week. Friday Conversations takes place weekly and is an opportunity for anyone to take to the stage."*