

DEAR SPEAKERS ON THE SWEDISH SCENE IN THE SWEDISH PAVILION DURING THE EUROPEAN DEVELOPMENT DAYS 22 and 23 of OCTOBER!

My name is Barbara Voors and I will be your compère at this event. I am a journalist and author and have worked with development issues for more than 20 years – still fascinating! I would like to welcome you to the Stockholm Fair in Älvsjö and I really look forward to listening to your speeches and stories during these two days! This is a letter with the instructions you will need so that the whole schedule will run smoothly. There will be around 24 seminars on stage from different organization with many more speakers, so there is a lot to handle.

MY ROLE AS COMPÈRE

I am there for the audience, to make sure that the whole schedule runs smoothly and that everything is **on time** – out of respect for them and the next speaker in line. I am also there for you as a speaker, to introduce and thank you. I will therefore "steal" 1-2 minutes of your program. Within your seminar, you will **yourself moderate it** – not me. If you have not given the name of your speakers to Gullers, be prepared to introduce yourself. If you have one question or two you want me to pose to you on stage, you can give it to me prior to your performance.

If time runs too fast, I will move closer to the microphone and – if I have to! – cut you off. Only out of courtesy to the audience and time schedule. I will help you with the technique and everything I can to make you comfortable.

TIME SCHEDULE

It is very important that you **keep to the time-slot** that you have got – for many only 20 minutes in total. Your organization knows the exact time when you will speak (the schedule changes a lot!) and for how long. Otherwise it will be on posters next to the stage. At least 5 minutes **before it is your turn, please come to me** – I will be seated somewhere close to the stage (see picture). It might be hard to take questions from the audience while on stage, since your time is short. Instead I will recommend those in the audience that wants to know more, to follow you to your stand after your speech: to ask questions and get more information material.

THE STAGE

It will be a large stage in the centre of the Swedish Pavilion, where people will move around a lot between or even during the activities on stage. This is a true challenge!

THE AUDIENCE

It will be mixed. Many people know a lot about your subject and are members of different international organizations. Most of them will, as I said, be moving from one event to the other in this hall. You may also meet a school class that has never heard of development issues. Again: it is a great challenge!

TECHNICAL ASPECTS

If you have **Power-Points, don't use too many**. Five is often more than enough. People remember stories, but seldom figures. It is a big hall and it might also be hard to see for the audience in the back. The Power-Points should be **turned in on the morning of your speech to the technicians** standing by the stage. Between the activities on stage, now and then there will be web casted interviews from the other events in the hall, on the screen behind us on stage.

DRAMATURGICAL ASPECTS

Time goes extremely fast on stage – a lot faster than in real time! Many of you only have 20 minutes and I will take a few minutes to introduce and thank you. Be prepared not to have the time to say everything you want! On the other hand: the audience do not know what you were supposed to say... So, rather than speeding up, make it shorter. People have a tendency to remember those who could not stop on time!

My advice is also to try to focus on the stories and examples from you work: people remember that and are moved by it. As I said: figures are hard to remember but every child can remember a story. Speak from you heart, give examples and try not to be too abstract. If you give people a problem, they would love to listen to your solution! Look upon your speech as a "hook" in order to make people want to meet you and your organization in the stand. There they can also get all the figures and facts they need.

Again: I look forward to listening to and assist you in every way possible. **Welcome to the Swedish Pavilion and to take the stage!**



Sincerely, Barbara Voors