**Toronto KTECOP Speaker Protocol**

**Updated February 25, 2015**

**Finding the speaker**

1. The Speaker Liaison from the Planning Committee will post “A call for speakers” on the website twice annually. **Appendix 1**
2. If a suggested for a speaker is made, the Speaker Liaison will confirm which dates are available and either the nominator or the speaker liaison can contact the speaker by e-mail to invite them to speak at a Toronto KTECOP meeting.
3. Use the Invitation and thank you template in **Appendix 2A and B** in the e-mail to the speaker.

**Announcing the speaker and inviting the members**

1. Once the speaker is confirmed, the place and time of the event is finalised
2. Speaker Liaison prepares a notice for the Toronto KTECOP events website using the Announcement Template in **Appendix 3**.
3. The announcement is then posted on line and sent out to the Toronto KTECOP membership.
4. RSVP sign–up is created for the event.

**Hosting the event**

1. Speaker Liaison prepares a reminder e-mail to be sent a week before the event to all the members who have signed up. If members can no longer attend they are asked to remove their name so those on the waiting list can be invited. **Appendix 4.**
2. Speaker Liaison ensures that the Adobe connect or other appropriate broadcasting technology is in place for the meeting.
3. Before the meeting, the Speaker Liaison will appoint a **chairperson** for the meeting (the nominator or location host or a member of the planning committee can do this).
4. At the meeting, the chairperson will start the meeting with quick introductions and an ice breaker (5 minutes) then introduce the speaker. At the end of the presentation the chairperson will be the moderator for any questions, provide a brief summary and close the meeting.
5. At the meeting members of the planning committee or regular attendees are asked to greet members as they arrive (**KT Konnectors**). If possible, drinks (water, coffee, tea) and a snack are made available.
6. The chairperson is responsible to be sure that all technology has been turned off and.or returned to the event hosts.

**Evaluating the event**

1. A meeting evaluation is sent to the attendees by e-mail following the meeting. The Speaker Liaison and Planning Committee review these evaluations to make changes for future meetings.

**Roles & Responsibilities**

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| **Roles** | **Responsibilities** |
| **Speaker Liaison** | Post “A call for speakers” on the website twice annually;  Post announcement online and sends out e-blast to Toronto KTECOP membership;  Create RSVP sign–up for event;  Prepare a reminder e-mail to be sent a week before the event to all the event registrants.  Prepare an evaluation survey for the event.  Identify (recruit) KTE COP planning committee members to act as KT Konnectors to greet members as they arrive.  If possible, order refreshments for the event.  Email meeting evaluation to attendees no later than 24 hours after the event.  Review event evaluations with KTE COP Coordinating Committee. |
| **Speaker Nominator/ Meeting Host** | Contact potential speaker by e-mail to invite them to speak at a Toronto KTECOP meeting (Use invitation templates in Appendix 2A).  Determine which dates are available by contacting Speaker Liaison. Confirm date with potential speaker.  Once the speaker is confirmed, identify and reserve a venue for the event; reserve the venue; reserve any necessary AV equipment.  Notify Coordinating Committee of the event;  Ensure the teleconference/webinar or other appropriate broadcasting technology is in place for the meeting; act as event host.  Start the meeting with quick introductions and an ice breaker (5 minutes) then introduce the speaker.  At the end of the presentation, act as moderator for any questions, provide a brief summary, and close the meeting.  Send thank you email to speaker (using template in Appendix 2B). |
| **KT Konnectors** | Greet members as they arrive at the event. |

**Appendix 1**

**NOTICE FOR WEBSITE and E-BLAST**

The Toronto KTECOP coordinating committee is planning the line-up of events for 2015 and we’re hoping you’ll help us out. We’re looking for speakers who can discuss KTE practices, research on KTE effectiveness, and other related KTE activities. We plan to have a speaker every other month. We look forward to hearing from you!

**Appendix 2A**

**Toronto KTECOP invitation/confirmation letter**

Date:

Dear (speaker’s name)

Thank you for agreeing to be a speaker at our upcoming Toronto Knowledge Transfer and Exchange Community of Practice (KTECOP) meeting on (add date /time ).

The Toronto KTECOP is a network of practitioners and researchers who share an interest in KTE. We endeavor to close the loop between the theory and practice of KTE and also learn about evidence from research on KTE to improve practice.

The meeting will take place at (add location). We suggest that you prepare a 40 to 45 minute talk to leave time for discussion.

We try to make our meetings available through Adobe Connect or other broadcasting technology for those who cannot travel to the meeting site. We would appreciate it if you could arrive 15 minutes before the start of the meeting to accommodate set up time.

Your host for the meeting will be (add name). The host will introduce you, manage the question and answer period and close the meeting.

With your permission we will post your presentation on our website [www.KTECOP.ca](http://www.KTECOP.ca) along with a short summary of your talk.

Thank you again for agreeing to speak to our KTECOP members.

Sincerely

(add name of inviter)

**Appendix 2 B**

**Thank you letter template**

Date

Dear (presenter’s name)

Thank you for coming to our recent KTECOP meeting to speak to our group about (add title of the talk).

Hearing from (researchers or practitioners) about their KTE work, assists us to meet our objective to close the loop between theory and practice.

The results of the evaluation survey of the event show that ( add evaluation results)

Again thank you for taking the time to share your expertise with the Toronto KTECOP.

Sincerely

(Host for the event)

**Appendix 3**

**Speaker notice for the website**

Title of talk:

Speaker:

Date, time and place:

Brief statement about the topic and speaker

Sign-up information

**Appendix 4**

**Reminder e-mail one week before talk**

You have signed up for the Toronto KTECOP Presentation about (add title) on (add date and time) at (add place) .

We look forward to seeing you there.

If you are no longer able to attend please remove your name from the guest list as we may have a waiting list for the event [www.ktecop.ca](http://www.ktecop.ca)

Thank you.