



Selecting Guest Speakers Template



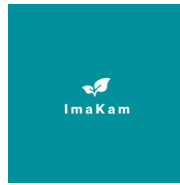
There will be a practicum student starting next week at the ImaKam office. They will be tasked with selecting guest speakers for an upcoming plastic surgery conference. Kim has asked you to help the practicum student with this task by preparing a document that they can work from.

Instructions:

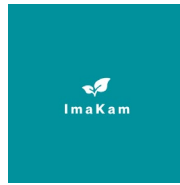
1. Read the Event Details manual, focusing on Selecting Guest Speakers.
2. In your own words, discuss the 7 questions to consider when selecting guest speakers. Include suggestions that would relate to a plastic surgery conference for each.
3. In your own words, discuss the 4 methods for finding guest speakers. Include suggestions that would relate to a plastic surgery conference for each.
4. Save your completed assignment template to your OneDrive and submit it to the drop box.

Grading:

- 1 mark for each consideration
- 1 mark for each method
- 11 marks total



There are seven questions to consider when selecting guest speakers, outlined below:



There are four methods for finding guest speakers, outlined below:

