Write the introduction the MC will read

A fill-in template to send to the organiser before the event.

A host reads whatever you give them, and a weak introduction costs the first minute of your talk. Write your own, send it ahead, and bring a copy on the day.

1. About the event

[Check the slot length and the exact name of the event with the organiser.]

Event name	
Date	
Venue or platform	
Your slot (start time and length)	
Who introduces you	
Does the host read from a script, a screen or a card?	
Will the host say your name for the audience?	

2. The five parts

[Put them in this order. A host who is short on time reads the most useful parts first.]

Part	What to include	Your words
1. Who you are	Your name and the one line that describes your role.	
2. What the talk is for the audience	The problem it helps them with, in the audience's terms.	
3. Why you	The one credential or experience that makes you the right person for this talk. Choose one, not a list.	

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4. The title	The exact title of the talk as it appears in the programme.	
5. How to say your name	A short phonetic version, if the name is hard to say.	

3. Your full introduction

[Write it in full, then read it aloud once, at a normal pace, without rushing. Send this version to the organiser.]

4. Before you send it

[ ] Name, role, title and talk are all exact, and each fact has been checked.

[ ] The audience line comes before the credential.

[ ] The introduction is short enough to read without rushing.

[ ] Pronunciation note added if the name is hard to say.

[ ] Sent to the organiser at least a few days before the event. Date sent: _____

[ ] Organiser has confirmed they have it. Date confirmed: _____

[ ] A printed copy and a spare are in your bag.

5. Common mistakes

- Writing a biography. Keep to the one credential that matters.
- Jokes that only work if you are in the room.
- No pronunciation note. A wrong name on stage is hard to recover from.
- Forgetting to send it. A host who has nothing will improvise.

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