

Speaker Briefing

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What is the Third Sector Café all about?

The Third Sector Café is a collaborative hub and takes the form of a networking and discussion event which harnesses local knowledge to develop the third sector through shared learning, access to a good skills set and encouraging innovation! Anyone from charities, the voluntary sector, social enterprises and other not for profit organisations can come and join in.

When & where?

The Third Sector Café runs on the third Thursday of each month.

Please arrive by **9:15am** as we start at 9:30am and run until 11:30am.

The Café travels round a number of Sheffield venues; more information is available on our website.

Café Timetable

09:15 You arrive at the venue and the Third Sector Café is set up.

09:30 Once everyone is assembled, the Café will start.

One of the organisers will welcome everyone to the Café and introduce the topic that is the focus of discussions and introduce you to the group, then the attendees will introduce themselves, so we know who we have in the room.

10:00 Our speakers begin! Generally we have two speakers for each session, and each has approximately 30 minutes for their presentation. Café goers will be invited to ask you questions about the content of your session, the Q&A and general discussion will continue for a maximum of 20 minutes.

We often find these to be very informative and useful parts of the café, as people have a chance to explore their own thinking and the experience of the room, to delve deeper into the discussion topics.

11:30 The Café finishes after the discussion and networking.

As the speaker...

You play the most vital role in the Café! We look to the content of the presentation to be around 30 minutes, talking about what you know best, we have found that examples and illustrations of how things have worked have proved extremely useful for café members, by doing this you are setting up the basis of the discussion in the Café.

It would be great if you could provide additional information that may be useful for our Café attendees. Please let us know if you need assistance in putting together a hand out for the Café! Also if you are interested in putting in any promotional literature into the packs for the attendees to use then please let us know and we are happy to include it in the information we are giving to attendees.

Please be aware that we have a wide range of attendees with varying needs, we will aim to support both you as the speaker and the attendees so everyone can benefit.

Checklist:

3 weeks before the event: Please complete our [Speaker Information form](#) so that we can add your details to our website and promote you via our social media.

We will occasionally send out a press release prior to an event please let us know if you would **not** like to be included in this.

A few days before the Café: You will be contacted by the organisers to confirm that you have everything you need, please let them know if you will be requiring any equipment or assistance during the Café.

Let the organisers know if you are prepared to do a Q&A session after your talk. We ask participants to give us a question to help brief speakers about what they really want to know, and we will send this information over to you.

On the day:

Please arrive at the venue by 9.15am.

Bring any handouts or information with you for fellow Café members and come prepared for a Q&A after your talk!

We would also love to capture your summary of the session for those who were not able to attend. If you are happy to be filmed for this, let us know and we will interview you at the end of the Café.

The following week:

We aim to release a short round-up of the event in the week following the event. Please send us any resources and useful links from your session so that we can circulate the information.

Attendees are also asked to complete a feedback form to check that the Café continues to provide relevant ideas, contacts and support. We are happy to share any feedback received with our speakers.