



Speaker Services

Wouldn't it be nice to just arrive at your event, knowing that all the details have been taken care of and your only task is to present?

Let HyWood Services provide you with the seamless support you need.

Managing your speaking engagements can be broken into three separate parts: managing events hosted by you; managing your participation in events hosted by others; and sourcing and booking speaking engagements for you. In addition to managing your speaking calendar and travel arrangements and providing you with regular updates on any holds or new bookings, we

hosted by you:

- Create and distribute invitations
- Mail invite (electronic and/or Canada Post)
- Promotional materials - content and the creative layout – collaborate with client website team
- Maintain guest list and RSVPs
- Registration and collection of monies utilizing online registration and payments
- Source and book venue
- Menu coordination
- Liaise with venue and catering
- Technical requirements
- Gift sourcing
- Promote and manage sales, inventory, and distribution of books, videos and DVDs.

hosted by others:

- Arrange booking
- Negotiate, review and sign contracts to ensure accuracy of all details
- Set up phone conference with client and speaker
- Liaise with event coordinators
- Send “speaker package” (book, product sheet, presentation overview/outline, bio and introduction sheet) to event
- Promote and manage sales, inventory, and distribution of books, videos and DVDs.
- Preparation and distribution of Invoice for speaker’s fee and expenses and for books
- Preparation and distribution of “thank you” letters

sourcing:

- Source events through various media and contacts
- Monitor conference websites
- Monitor newspapers, radio, business periodicals and magazines, and the internet
- Liaise with speaker bureaus
- Register speaker with speaker bureaus
- Send out speaker’s marketing materials
- Regularly send updates and news on speaker to speaker bureaus
- Manage sales of speaker book(s)
- Maintain and update speaker’s information on speaker bureaus websites
- Mail year end gifts to speaker bureaus