



*In the spirit of promoting health and wellness, The Community Wellness Council offers this guidance when speaking or being an audience member at Community Wellness Council events. The presence of a speaker does not imply endorsement by the Community Wellness Council.*

### **Speaker Guidelines**

- ◆ Keep your remarks pertinent to the audience and topic at hand.
- ◆ Be mindful of the time allotted and timekeeper's signals to conclude your comments.
- ◆ As a strategy to encourage a community to use your services, we suggest focusing on the positive aspects that your organization offers, and less of the negative reasons for the issues faced by our communities.
- ◆ Use language that is generally perceived to be inclusive, family-friendly, that helps build communities and does not cause verbal harm.
- ◆ Be receptive to CWC board member feedback.
- ◆ Be mindful of our multicultural communities and therefore we suggest refraining from religious practices as part of a presentation.
- ◆ Refrain from political campaigning.

### **Audience Member Guidelines**

- ◆ Recognize your personal right to participate or not depending on your personal comfort level.
- ◆ Silence all electronic devices.
- ◆ Limit side conversations.
- ◆ Practice open-mindedness.
- ◆ Hold your questions and comments until the question and answer section.
- ◆ Minimize distractions.