



KEYNOTE SPEAKER CRITERIA

- Some questions to assist the Local Committee with choice of keynote speaker/s for annual conference
- A total of 3 keynote speakers only – including one who is/was a consumer
- Only 2 of the 3 keynote speakers can be from outside Australia or New Zealand (for financial reasons)
- Further information about keynote speakers at TheMHS Conference is on the following page.

Name of person	
Where from – organisation; country	
Why this speaker?	
Topic – what will be topic of the keynote address? What is the relevance to MH and the conference theme?	
Expertise related to topic/mental health services	
Quality as a speaker – promotion of the speaker; will he/she attract delegates to come to conference; is there a “wow” factor? Who has heard this person give a talk – i.e. engaging as a speaker?	
Restrictions – e.g. does the person require a business class airfare (which we can’t afford); conflict of interest?	
Anything else of relevance?	



FROM TheMHS INFORMATION KIT:

KEYNOTE SPEAKERS

- The **Local Committee** is responsible for choosing the keynote speakers. In choosing these speakers the **Local Committee** must be guided by the Aims and Guiding Principles of TheMHS and the range of Stakeholders. Each keynote speaker should be able to provide an inspiring paper that addresses the theme of the conference. *(See Information Sheet K1)*
- There must be at least one Consumer Keynote Speaker and it is preferable if there is representation from both sexes and from a range of professional backgrounds.
- When choosing keynotes the **Local Committee** must keep within the agreed amount for this item in the working budget. TheMHS Management Committee assists the **Local Committee** with this task.
- The **Local Committee** supplies the proposed keynote/invited speaker list to TheMHS Management Committee **prior** to any commitment being made to the proposed speaker.
- TheMHS Management Committee reserves the right to comment and/or make changes to this list of proposed speakers or to veto a speaker.
- Initial contact with the speakers is made by the **Local Committee**. This is to confirm their willingness to participate and the topic of their talk.
- The Conference Director then writes to the speakers with a formal offer of invitation to become a keynote/invited speaker. This will include an agreement to be signed by the speaker and will give details about TheMHS standard offer to speakers.
- Keynote speakers who live in the city in which the conference is being held are also offered accommodation in the conference hotel if required, and a per diem to cover expenses.
- Keynote speakers are expected to submit their address to TheMHS for Book of Proceedings online.
- Sample letter including Guidelines to Keynote Speakers attached. *(See Information Sheets K2 & K3)*

Keynote Speaker Support

- Usually the **Local Committee** nominates one committee member to be the contact or support person for each keynote speaker. These **Local Committee** members may contact the speakers initially to invite them to present and should continue communication with the keynote speakers about the topic of their talk and how it fits into the overall program. Close to the time of the conference, these **Local Committee** members may be required to help the keynote speaker feel welcome and supported (e.g. pick them up from the airport, arrange for them to have dinner when they arrive etc.)
- TheMHS office arranges the speaker's airfares, accommodation and per diem. Guidelines for Keynote/Invited Speakers are sent out by TheMHS office. *(See Information Sheet K3)*



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TheMHS standard offer to keynote/invited speakers is:

- 1 economy return fare (if required)
- Hotel accommodation for the night before the speaking engagement through to the last night of the conference if required. The cost of hotel accommodation is not transferable into cash. Hotel accommodation covers room and 1x breakfast. No other meals, mini bar consumption or any other personal expenses are paid by TheMHS.
- Per Diem of \$250 per day of attendance at the 3 day conference. This covers taxi fares and an evening meal.