

Briefing sheet for delivering community talks and presentations

Speaking opportunities to talk about lymphoma and the work of the Charity are a positive way for us to inform others about what we do, how we support people affected by lymphoma and how they can get involved with us.

What's involved

We will discuss the opportunity following the Charity receiving a request. Typically, these requests come from community groups, such as rotary clubs, but we may be approached by schools, universities, businesses and fundraisers.

We will provide a branded presentation slide deck for you to use and script notes to help you deliver the content.

What you need to know

- The format of speaking opportunities will vary from being formal to more of a conversational style talk, depending on the audience and the topic.
- We will support you to tailor the information to the audience, for example, the content we share with schools will be different to that of the general public or medical professionals.
- Always speak with your volunteer manager if you wish to edit the slide deck.

- If you are comfortable sharing your own story, this can be very powerful for the audience. You may wish to share your experience of lymphoma or of someone close to you (with their permission), or why you volunteer.
- Your volunteer manager will offer a practice session with you before you deliver a new presentation for the first time. This will usually take place virtually.
- We will provide you with resources and promotional information to display, which the audience can also take away.
- If the event organiser offers a donation to the charity, there are a few ways to handle this.
 - Direct them to the webpage: [Paying in fundraising donations](#).
 - If they provide a cheque, you can post this to the Charity's office.
 - You may have a collection tin as part of your resources pack and any cash can be banked.

Please refer to our [Cash handling and fundraising](#) guidance, which includes information about how to send this money to the charity.

Additional information to read [here](#):

- Cash handling and fundraising
- Health, safety and wellbeing
- Personal safety checklist
- Sharing information responsibly

Sharing information responsibly

When delivering a talk, it's really important that the audience is provided with clear, accurate information that supports them making informed choices.

This means that you must share information responsibly - it's important that you read our [Sharing information responsibly](#) briefing sheet.

You aren't expected to know everything about lymphoma. Even if your knowledge is good, it's important to understand the right level to share.

Remember we have a 'no-advice' rule.

Your role will be to share an overview about what is lymphoma, who Lymphoma Action are and what we do, using the content shared on the slides.

It's fine to be honest about not knowing the answer or to say that the information is beyond the scope of your volunteer role. It's always best to signpost people to Lymphoma Action's website.

If you share your own lymphoma experience, make it clear that this is personal to you as everyone's experience is unique to them.

Top tips

Prepare

- Practice delivering your talk, which will also help you get to know the content.
- Create cue cards, if prompts will help you.

- We recommend saving the slide deck on a USB stick and emailing a copy to yourself and the event organiser, whose details we will provide.

(This gives you multiple access options should one method not work, or if permissions are restricted, for example hospitals do not allow USB sticks.)

Make eye contact

- Aim to make eye contact with as many people as possible during your talk.

Project your voice

- Make sure the audience can hear you clearly, particularly for larger groups or in big rooms.

Engage the audience

- Vary the speed at which you talk, and emphasis changes in voice tone to hold your audience's attention.
- You could invite questions throughout, pausing at certain points during your talk to take these. You may prefer to save a Q&A until the end.
- You may like to engage the audience in other ways, for example, asking for a show of hands who has heard of lymphoma; sharing key statistics in the form of a quick quiz.

Relax and enjoy the talk

- Smile, use positive body language, such as open arm position (arms unfolded), relax your shoulders, and use small hand gestures.