



BRIDGING
DEVELOPMENT GAPS

Policy on Engagement **of External Speakers**

December, 2025

Policy on Engagement of External Speakers

Policy Statement:

Bridging Development Gaps (BDG) developed this policy to guide its engagement of speakers to its programs and events. It specifically ensures that the identification, invitation and management of external speakers aligns with its principles, mission, values, and objectives. This policy recognizes the importance of engaging expert external speakers to positively add value and maximise impact of all online or face to face events organized by BDG.

Procedures:

1. Speaker Selection Process:

- Potential expert speakers are identified based on their expertise on the theme of event(s) as well as ability to inspire and engage the audience.
- Suggestions for speakers may be submitted by BDG Trustees, staff, volunteers, Event sponsors and Partners based on their experience, and expertise. Their resumes will be evaluated to ensure they align with the objectives and expected outcome of the event(s)

2. Invitation Protocol:

- Upon identification of potential speakers, the concept note of the event and formal invitations will be forwarded to the speakers electronically. Expectations and honorarium (if applicable), would also be communicated to the potential speaker.
- The invitation(s) will also include background information about BDG, any partner participating in event organization and the audience to guide Speaker(s) with their presentations to ensure alignment with our mission and values.

3. Agreement and Confirmation:

- Speakers are expected to confirm their participation electronically in response to the formal invitation. The communication of their acceptance to participate in the event, will include details of the topic of their presentation and request for audiovisual if applicable.
- Confirmation of the speaker's participation will be communicated to all relevant stakeholders.

4. Pre-Event Preparation:

- A designated event coordinator will liaise with the speaker to coordinate logistics including any technical requirements.
- Speakers will be encouraged to participate in pre-event calls or meetings to discuss their presentation, audience engagement strategies, and any additional support requirements.
- Speakers will be briefed on allocated timing, schedule and any other updates or changes.

5. External speakers must not, including but not limited to:

- Act in any way to generate fear, harassment, intimidation, verbal abuse or violence.
- Discriminate against or harass any person or group based on their age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation
- Incite unlawful hatred, violence or intolerance.
- Encourage or promote any acts of terrorism or promote individuals, groups or organisations that support terrorism.
- Defame any person or organisation.
- Promote any illegal organisation or purpose.

6. Event Day Management:

- On the day of the event, speakers are expected to arrive at the event or be on the virtual call at least 10 minutes before the official opening of the event.
- The event coordinator will welcome the speakers and ensure their comfort while providing them with any necessary assistance.

7. Post-Event Follow-Up:

- Following the event, post event analysis will be carried out by the EXCO and event Organisers as feedback for future areas for improvement.
- Formal communication to appreciate speakers on their performance will be forwarded to each Speaker. Feedbacks will also be solicited from them.

8. Compliance:

All staff involved in the selection, invitation, and management of external speakers are required to adhere to this policy and associated procedures.

9. Review and Revision:

This policy will be reviewed annually by the Events Committee to ensure its effectiveness and relevance to the objectives of BDG.

Registered Charity Number 1203383

Adopted by Trustees of the Organisation on 19th December 2025