

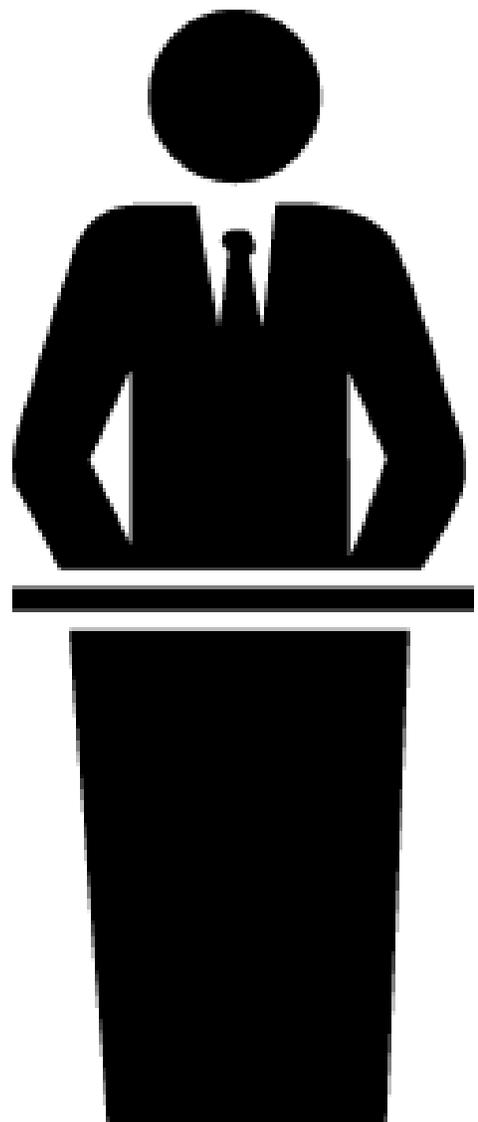
# So You Want to Be a Public Speaker: A Guide for Self-Advocates

Developed by the  
American Association on  
Mental Retardation  
(AAMR)

Mary F. Hayden & Joseph  
Meadours

May, 2001

Printed by the  
Missouri Planning  
Council for  
Developmental  
Disabilities



## **Acknowledgements**

The authors would like to thank the 1999-2000 committee members, where the idea for the publication first started: John Agosta, Bonnie-Jean Brooks, Marcia Bryan, Barbara Dodge, Chester Finn, Ann Jordan, James Meadours, Tia Nelis, and Nancy Ward. We would like to thank Sid Katz and Esther Lee Pederson who joined us in 2000-2001 to gather additional information and ideas. A particular thanks is extended to Joanna Pierson who was the board liaison. We would like to thank Amy Sills of the Brain Injury Association, Inc. for being so gracious in volunteering her time to edit the publication and Tina Radenberg for her excellent work in graphic design. Finally, we would like to thank Cathy Ficker Terrill who assisted us in finding a graphic artist and the means to publish this guidebook.

## Table of Contents

Do I Want to Give a Speech? .....	4
The Request .....	4
Ask Yourself Questions .....	6
Responsibilities of a Public Speaker.....	11
The Speech .....	15
Be Prepared! .....	15
Handouts & Overheads.....	17
Conference Calls .....	19
Appendix A: Making a contract .....	20
Appendix B: Invoices .....	25

# Do I Want To Give A Speech?



## The Request

Someone asks you if you will give a speech. What do you do?

### Step 1

### Ask The Person Questions:



What is the topic?

When is it?

Where is it? (Get the name and address of the place.)

What do you want me to do? Is it a workshop; a keynote address; present in front of a committee, parents, professionals, self-advocates; be the only speaker or be one of several speakers?

How long is the speech? Is it 15 minutes, one hour, a half of a day?

Why do you want me to do the speech?

Will you pay for my time? How much will you pay me?

If I plan to use handouts, who will make the copies? If they plan to make the copies, when do I need to give the copies to you?

Is there a dress code? Do they need me to dress up or can I dress in jeans and a shirt?

Will you pay for my other expenses, like meals, hotel room, and transportation to and from my home?

If you will pay for my expenses, can I get an advance to pay for transportation and meals?

Do I need to travel? How long will it take me to get there?

(Is the place a taxi drive away? Will it take a half-day or a whole day to get there? Will it take a half-day or a whole day to get home?) If it takes a long time to get there and to get back home, will you pay for my travel time?

Will you pay in advance for my airplane, bus, or train ticket?

If you want someone to meet you at the airport, train or bus station, ask if someone can meet you at the gate or station?

If I need one, can I pick my own support person?

Will you pay for a support person and personal care attendant?

If you have to stay at a hotel, will someone make arrangements in advance to reserve and pay for the room?

What is your telephone number or email address?

## **Step 2**



### **Wait**

Tell them you will give them an answer in a week.

## **Step 3**



### **Think**

Go home and think about what you want to do.



## **Ask Yourself Questions**

If you need help to answer the questions, call a friend, an advisor, or a co-worker to give you support.



### **Do I Have The Time?**

Check your schedule. Is that day free?



### **Do I Want To Do It?**

Do I know anything about the topic?

Do I believe in the topic?

Do I have the time to prepare the speech?

Are the organization's goals and mission related to what I believe in?

Do I like this organization? Do they support self-advocates?  
Will they help self-advocacy in the future?

Will there be other self-advocates there?

What do I have to gain and lose if I do the speech?

What will my self-advocacy group gain and lose if I do the speech?



## What Type Of Support Do I Need?

What kind of help do I need from a support person? For example:

- Read information onto an audiotape.
- Help me prepare for a conference call.
- Organize my thoughts.
- Practice my presentation.
- Get feedback on my presentation.
- Help me with overheads, handouts, or flipcharts.
- Travel with me.
- Interpret for me.
- Can I pick my own support person?
- If they pick the support person, do I know him or her?
- If they pick the support person, has the person worked with self-advocates in the past?
- If they pick the support person, does that person live in the same town that I live in?
- If the person does not live in the same town as me, how am I going to talk to this person?
- Can I receive information in advance on audio tape?
- Will they send me information far enough in advance so I can read it and make sure I understand it?
- Will they do a follow-up after a conference call to answer any questions I may have?



## **Will They Give Me The Support I Need?**

- Will they pay for a personal care attendant/personal care assistant?
- Will they pay for a support person?
- If I do not bring a person support person with me, will there be someone available to give me assistance?
- Will they make sure I know how to get to the meeting place and to the room where I will speak?
- Will they pay for my meals, room, transportation, and other out-of-pocket expenses?
- Will they pay for my time? Is that enough money?
  - Think about how much time it will take you to prepare for your speech. Are they asking you to do a speech that will only take a little time to put together? Are they asking you to do a long workshop that will take several days or weeks to put together?
  - Think about how long it will take you to get there and back. There is a big difference between taking a cab across town and taking a whole day to fly someplace and another whole day to fly home.
- Will they give me money for my meals and for taxicab fare before the conference starts?
- If they are going to give me money in advance, how are they going to get it to me?
- If they provide a support person, how will they make sure the person is reliable?

- Will they make accommodations for me?
  - Record information on an audiotape.
  - Help me prepare for a conference call.
  - Make sure I have an accessible room.
  - Make sure that the room is paid for in advance.
  - Make sure that if a credit card is needed to check into the hotel, that they take care of it.



### **If You Receive Government Benefits, Will Getting Paid Affect Your Benefits?**

- Government benefits are programs like SSI, SSDI, and Food Stamps.
- Sometimes additional income will effect your government benefits. Income means getting paid for your time to do a speech.
- Income does not mean getting paid for meals, transportation, hotel rooms, and other out-of-pocket expenses. You can get paid for these expenses. You do not have to report this to the government.
- You need to find out from a friend, a support person, or someone who knows about your benefits to find out how much you can earn a year without losing your benefits.

## Step 4

### Think



Think about all your answers to the above questions. Think about other questions that you may need to ask about giving a speech.

## Step 5

### Call



Call the person.

If you have more questions, ask the person the questions.

Tell him or her your answer.

## Step 6

### Do What You Say You Are Going To Do



Show up and give the speech. Do not decide that you want to do something else and not show up.

If there is an emergency and you cannot do the speech, call the people as soon as you can.

If cannot show up, call the people. If you don't show up without telling people, people may not ask you to do a speech again. People will believe that they cannot count on you.

# Responsibilities Of A Public Speaker



## **Tell people what you need for support.**

- If you use overheads, tell people you need an overhead projector.
- If you use overheads, tell people if you want someone to read the overheads for you.
- If you use a computer to do your presentation, tell people the type of support you need. For example, some people may need a power point projector.
- Tell people if you want to see the room where you will give your speech ahead of time.
- Tell people if you need the stage to be wheelchair accessible.
- If you have a specialized van, find out if the hotel uses underground parking. If yes, find out the clearance for the parking area.
- Tell people if you need one or two beds in your room. Some hotels only have one bed in accessible rooms. If you bring a personal care attendant or support person, you will need to decide if you want to sleep in the same bed together, if you want a rollaway bed, or if you want two separate rooms.
- Ask people to find out if the hotel restaurants are wheelchair accessible.



## **Tell people how you want support.**

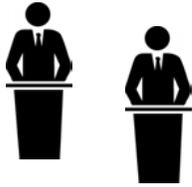
- Tell people if you want a support person to go with you.
- Tell people if you want to pick your own support person.
- Tell people if you need someone to meet you at the airport.
- Tell people if you need someone to meet you at the hotel when you check in. Some hotels want a person to check in with a credit card. If you do not have one, then the person who asked you to speak needs to help you check in.
- Tell people if you need help with transportation. For example, you may need people to pay for the airline ticket, give you money in advance to pay for taxi rides or for meals.
- If you need an accessible room, tell people what that means. For example, you may need a handle in the shower, a bench that fits across the bathtub, a roll-in shower chair, or a higher bed. Remember accessible means different things to different people.
- Double check what an accessible shower is for the hotel. Some roll-in showers have floors that are completely flat, others are not.



## **Draw up a contract.**

- Write down what you are going to do.
- Write down what they are going to do.
- Write down what you are going to pay for. Write down what they are going to pay for.

- Write down when you will get paid.



### **Do not double book.**

- Double booking means you promised two different people to speak on the same day. Some self-advocates keep appointment books. These books help them to not double book.



### **If you double book, be responsible.**

- Call the people right away and tell him or her you made a mistake. People will appreciate your honesty. When you call, they will have enough time to get a new speaker.
- Do not wait until the last minute to tell people. Make sure you call. It is rude to not show up. If you do not call, they will not have the time to get a new speaker.
- If you don't show up without telling people, people may not ask you to do a speech again. People will believe that they cannot count on you.



### **Do not double dip.**

- Double dipping means getting paid twice for doing the same speech. For example, a person with a disability has a regular job. She is asked to give a speech as part of her job. She gives the speech during her regular work time. The people who asked her to do the speech gives her money for the speech. That is double dipping.



## **Talk to your boss.**

- If your boss says you have to use vacation or sick time to do the presentation, you are on your own time. If someone wants to pay you for your time, that is okay. The check is written to you and you can keep the money.
- If your boss says she or he will pay you while you do the presentation, you are on your boss's time. If someone wants to pay you to do the speech, that is not okay. That is getting paid twice. You can have the check written to your place of employment.

# The Speech



## **Be Prepared!**

Make sure you know the topic you are going to talk about.

Write down what you want to say.

If you don't know how to write, have someone write it down for you. Have the person repeat what you said. Make sure it makes sense.

Make sure what you say is true.

Write down what you want to say in an outline.

Practice your speech. Make sure you know it well.

Ask yourself the following questions:

Do I need help with my speech?

Do I need help to write down my thoughts?

Do I need help to organize my thoughts?

Do I want to practice my speech in front of someone?

If yes, find someone whom you trust and ask him or her for support.

Make sure people can hear you.

Make sure to leave time for questions.

**PRACTICE, PRACTICE, and PRACTICE!**



## **How Do I Look?**

Make sure you look good. You are representing yourself and other self-advocates.

Wear a good, clean, unstained shirt or blouse, nice pants or slacks, or a dress.

Do not wear t-shirts, jeans, or sweat clothes when you are presenting to professionals or to parents.

Look nice and neat. Make sure you take a bath, have clean hair, brush your hair, and brush your teeth.



## **Be On Time**

Find out where the room is. If you can, check the room out before you do your speech.

Make sure the room is accessible. Double check if there is going to be interpreters.

Walk around the room. Stand where you will be giving your speech. Make sure you feel comfortable.

If you have friends with you, show them where you want them to sit where you can see them.

If you can practice your speech in the room, that is great. It helps some people feel less nervous.

Try and get to the room early to make sure that your audio-visual equipment is there and it is working.

Make sure that everyone at the hotel knows to look for you.

# Handouts And Overheads



## What are handouts and overheads?

They are pieces of paper that you hand out during your speech. Overheads are pieces of paper that you put on an overhead projector.



## Why would I want to use handouts and overheads?

Overheads help people follow your speech. Everyone can see what you are talking about at the same time. People can take handouts home with them. People will use the handouts to give your information to other people.



## If I make handouts, what should I remember?

- Decide if you can afford to make copies for everyone in the audience. If you do not have the money, ask that the organization pay for the copies.
- Not everyone in your audience can read. So, you might want to use pictures with the words.
- Only use a small number of handouts. Too many pieces of paper can confuse people.
- Make the handouts easy to read and follow.
- You might want to use pictures with the words.
- Make enough copies for everyone.

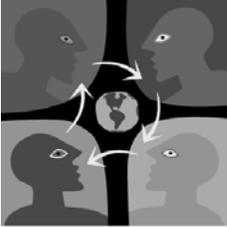
- If you use handouts, then talk about them during your speech.
- Decide when you want to give out the handouts. Before, during or after your speech? If you give handouts to people before or during the speech, people may not pay attention to you.



### **If I use overheads, what should remember?**

- Not everyone in your audience can read. So, you might want to use pictures with the words.
- Only use a few words for each overhead.
- Only use a few overheads.
- Practice using overheads. If you get lost or confused, people will have a hard time listening to your speech.

# Conferences Calls



## What Is A Conference Call?

Sometimes when you present, you will be presenting with other people. People may want to talk together to plan all of the presentations. A conference call will let everyone be on the same telephone call at the same time.



## What Kind Of Support Do You Want?

Some people find conference calls confusing. People will talk back and forth quickly. People may not be able to recognize a person's voice. Here are some suggestions from self-advocates that might help you:

- Get materials to you at least two weeks in advance.
- Call you prior to the conference call to go over materials and go over any questions you may have.
- Limit the number of people on the conference call.
- Ask for a support person to sit with you during the conference call to help you track and take notes.
- Ask if they can tape record the conference call. They should send you the tape.
- Ask for only a small number of people to be on the telephone call.
- Ask people to say their name each time they talk.
- Ask people to let others finish what they are saying.

- Ask for a pre-conference phone call. This will give you chance to ask any last minute questions.
- Ask for a follow-up conference phone call. This will give you a chance to ask the person any questions that you might have.

## APPENDIX A

### Making A Contract



#### **What Is A Contract?**

A contract is a written piece of paper. You write down what you are going to do. You write down what the other person is going to do. You write down what you are going to pay. You write down what the other person will pay. You both sign the contract. You both get a copy.



#### **Why Do I Need A Contract?**

When people ask you to speak, there are a lot of things to remember. People might forget. People might get confused. If you write things down, it is easier to remember. People can read the piece of paper and remember what they are supposed to do.

# Speaker Contract

Date: \_\_\_\_\_

Speaker's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

The Organization's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Type of presentation (Circle one)

Speech

Workshop

Keynote Address

Other

Topic: \_\_\_\_\_

How long is the presentation? (In minutes, hours, and days) \_\_\_\_\_

Date of Presentation: \_\_\_\_\_ Time of Day: \_\_\_\_\_

Location of the Presentation: \_\_\_\_\_

# Who will be responsible for the following?

## Meals:

For speaker: \_\_\_\_\_

For support person: \_\_\_\_\_

For personal care attendant: \_\_\_\_\_

Will money for meals will be given in advance?      YES                      NO

If yes, describe how and when money will be given: \_\_\_\_\_

---

---

## Transportation:

For speaker: \_\_\_\_\_

For support person: \_\_\_\_\_

For personal care attendant: \_\_\_\_\_

## What transportation will be used?

Bus \_\_\_\_\_

Airline \_\_\_\_\_

Taxi \_\_\_\_\_

## Room:

For speaker: \_\_\_\_\_

For support person: \_\_\_\_\_

For personal care attendant: \_\_\_\_\_

Type of Room (Circle One):	One bed	Two beds
Room for Speaker (Circle One):	YES	NO
Room for Support Person (Circle One):	YES	NO
Room for Personal Care Attendant (Circle One):	YES	NO
Type of room accommodations: _____		
_____		

**Who Is Responsible For The Following:**

Video/movie rental: \_\_\_\_\_

Room service: \_\_\_\_\_

Food delivery: \_\_\_\_\_

Food or drinks from the bar in the hotel: \_\_\_\_\_

Food or drinks from the bar in the room: \_\_\_\_\_

Outside food delivered to hotel room: \_\_\_\_\_

Personal care attendant's time: \_\_\_\_\_

Support person's time: \_\_\_\_\_

Interpreter's time: \_\_\_\_\_

**Will I be paid? (Circle one)                      YES                      NO**

If yes, how will I be paid? (Check one)

- Gift certificate
- Honorarium (a check for a certain amount of money)

- Hourly rate (Please describe):
  - Other type of payment (Please describe): \_\_\_\_\_
- 

**Who do they write the check out to?**

- To the speaker
  - To the speaker's workplace
  - To the self-advocacy chapter
  - Other (Please describe): \_\_\_\_\_
- 

---

The speaker's signature

Date

---

The signature of the person who is hiring the speaker

Date

## APPENDIX B

### Invoices



#### **What Is An Invoice?**

An invoice is a piece of paper that tells the organization that you want to get paid. Invoices are used by you or by your work place. If you plan to get paid for the speech, then you need to send an invoice to get paid. If your work place is going to get the money for your speech, then the accountant will send an invoice to get paid.

If your work place is going to get paid, let the accountant take care of the invoice.



#### **Why Is An Invoice Important?**

- Organizations need an invoice for their bookkeeping. They need to keep track of their money.
- If you do not turn in an invoice, you will not get paid.



#### **Should I Keep Receipts?**

- **YES!** Many places need receipts for accounting purposes. Some places will not pay you unless you have receipts.
- Keep receipts for meals, taxicabs, and other expenses that they agreed to pay you for. Other expenses may be for copying costs, or your personal care attendant's time.
- Make a copy of the receipts and then turn the receipts in with the invoice. Copies are important because if they lose your invoice and receipts, you can send them copies again.





## What Does An Invoice Look Like?

It looks like a letter. In the letter, you include the following information:

- Address the letter to the organization.
- The date that you did the speech or workshop.
- How much money they owe you for the speech.
- How much money they owe you for meals, ground transportation, and other out-of-pocket expenses that they said they would pay you.
- Who do they write the check to?
  - Tell them if you want one or two checks. Some people want one check. Once check will include the money for doing the speech and for out-of-pocket expenses. Other people like two checks.
  - One check is for doing the speech. This money is income. The second check is for out-of-pocket expenses. This money is not income.
  - Two checks help people separate income from out-of-pocket expenses. When it is time for people to tell the government about how much money they earned, they are not confused about how much income they need to report.
- Where they should mail the check.
- Your social security number if you get paid for the speech. Your employer identification number if your work place is paid for your speech.
-

- Include the original receipts for meals, ground transportation, and other expenses.
- Make a copy of your invoice and your receipts.



## **What If They Don't Pay Me?**

- Wait 30 days after you send your invoice. If you don't get paid, call them and ask them if there are any problems.
- If they tell you that they did not get your invoice, send them a copy of your invoice.