

# GUIDANCE FOR SPEAKERS | Insure Our Future

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Before you give a talk, there is a lot to think about in terms of preparation but remember that **GOOD PREPARATION** is the key to **EFFECTIVE PRESENTATION**.

We have tried to cover all eventualities, so please **select the guidance and tips you feel are best suited** to the talk you are giving. Here's a quick check-list but read below for more comprehensive information.

This talk is designed to be given:

- By any rebel
- In-person (not online)
- With no speaker training
- With minimal preparation, just read out if you don't have time to learn it
- For a group of listeners
- Within a regenerative approach - pauses to breathe and allow absorption; speak slowly for added impact and absorption

**Remember:**

- Script in easy read format
- A sign-up sheet
- QR code sheet
- This talk will be many people's first experience with XR.
- Be open. Encourage responses and engage with participants.
- Smile!

# 1 INTRODUCTION

**Street talks can inspire people to take action!**

**They can:**

- **inform, upskill and educate**
- **increase donations**
- **encourage people to join the mailing list**

# 2 PRE-PLANNING FOR YOUR TALK

## **Accessibility**

Check this guidance document [Access Guide for Sessions](#), so you can be sure that your location is as accessible as possible. This is a generic guide - use as needed for your street talk.

## **Context - consider the following:**

- Be aware that different skills and tools are required for different environments or locations.
- Try to ensure there'll be others present to support you, in case of a disruptive attendee; they will need to be guided away and have their issues addressed separately, to allow your talk to continue smoothly.
- Buddies are also useful on the day for practical support, e.g. handing out pens and paper, arranging digital payment links, etc.
- Check for any required permission in advance if you are using a covered space.
- Check local weather. If the weather looks poor, find an appropriate location that allows space for at least 10 people.
- Just in case, have a light-weight folder with plastic sleeves for pages of script, printed QR codes, GDPR compliant sign-up forms, graphs, pdfs, PENS etc.
- Ensure your devices (phones/tablets/ mic/payment device) are fully charged. This is particularly important if using it for your script or for **sign-ups / QR code scanning**.

NB XR's preference, for GDPR compliance, is for hard copy sign ups, or directions to the website, rather than rebels using their own device to gather data on others.

If outdoors, a box or step-up will give you greater visibility. A portable, [personal body amp](#) will help you be heard better, or If you do not have a body amp, and there are more than 10 participants, consider splitting into two groups and using two speakers.

## **Practise! Practise! Practise!**

**You can prepare yourself for giving talks, and incorporate good habits, with a simple build up programme**

- Take a long deep breath in and then out before you start.
- Start by practising in front of a mirror until it feels natural.
- Record yourself speaking the script on your phone
- Then practise with a trusted friend / family member.
- Then try speaking with a small, safe group e.g. your local XR group.
- Go for it on the street at an action, assembly or an outreach day. Make sure you're supported by friends, family or your LG members.

**The more you practise, the easier this will get! And remember just to be YOU!**

**As you practise, try to remember these key points -**

1. **Use larger gestures** outdoors, for dramatic effect.
2. **How do you sound?** Speak clearly and **steadily**. Project your voice. Engage people.
3. **How do you look?** Does your face reflect what you're saying?
4. **Breathing.** Use pauses. Ensure eye contact moments with your attendees.
5. **Practice Brings Confidence** and helps you to minimise those fillers - "er" "um" "like".

## **3 PRE TALK CHECKLIST to ensure you are fully prepared.**

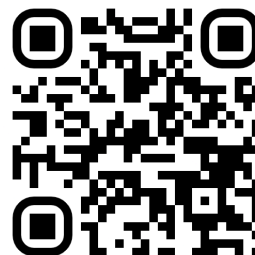
1. **Are you covered?** Ensure you have waterproof covers / folders for any printed materials in case of wet weather. Umbrellas are good for 1:1's if e.g. signing up, obtaining donations
2. **Be Visible.** Make yourself a sign, patch or large badge, saying STREET TALKS
3. **Got a "soapbox"?** A crate or small folding step helps give you visibility
4. **Be safe.** Try to have a buddy or two - they can help with Outreach if needed.
5. **Publicity.** If appropriate, make a laminated notice and attach it eg to a lamppost where you'll give the talk, stating the time TODAY
6. **Leafleters.** If you're combining Outreach activity with your talk, make sure you have a few rebels who are handing out leaflets and engaging the public
7. **Timings:** Have somebody help keep you to time, with occasional hand signals
8. **Sign-Ups.** Are you going to ask for individual sign-ups at the end of your talk? Avoid using your own digital device. Preference is for printed QR codes or printed GDPR compliant

sign-up forms. These are available on the Rebel Toolkit [here](#). Select “In this folder” green text link, then select “Outreach” pdf to locate the paper sign-up forms

**NB Sign Ups - if you are using paper sign up sheets, never leave them unattended if anyone has filled in their contact details. You are responsible for protecting their data under GDPR law.**

9. **Invite people to contact their local XR group**, using the website map - [Local Groups - Extinction Rebellion UK](#)
10. **Allies**. Give allies the **Relationships** email: [relationshipsXRUK@protonmail.com](mailto:relationshipsXRUK@protonmail.com)
11. **What’s next?** Be ready with helpful information such as
  - ❖ the next useful talk or training for participants to attend [perhaps NVDA]
  - ❖ the nearest action to join
  - ❖ the location of any Welcome Hub
12. **Q&A** For any Q&A session following your talk, take sticky notes for attendees to write their questions. These may be used later, to support the training script as FAQs and/or to develop the street script. Alternatively, suggest sharing emails for a follow up with answers to questions raised.
13. **Not Having Answers**. If you do not have an answer to a question, it is fine to say so. Ask the person if you can take a contact email or phone number and get back to them.
14. **Fundraising**. If participants do not want to sign up to Extinction Rebellion, share the link or a remote device for making donations. The QR code and short link for donating for Insure Our Future is at the bottom of all the street scripts. And for quick reference:

<https://xrb.link/O46PD14W7PE>



## 4 PREPARATION ON THE DAY

**Practise your script.** Read it over a few times. Good preparation will familiarise you with the content. This helps you deliver your speech more naturally and adds credibility.

### **Active Presentation - as you give your talk:**

- ❖ be aware of participants’ energy -- positive, negative, enthusiastic.
- ❖ check understanding and attitudes with
  - a) temperature checks or

- b) questions and interaction if there is time
- ❖ at the least, encourage participants to ask questions after the talk.

## Warm Up Exercises

Warm up is a vital part of preparation, even if using a [personal amp](#). It will help to avoid voice strain and possibly injury. If several talks are to follow on from each other, e.g. at an action.

### Body warm up [5 mins]

- ❖ Stretch your arms up above your head; drop them down. Repeat x 2.
- ❖ Bring your shoulders up to your ears; drop them back down; drop them further. Repeat x 2
- ❖ Roll your shoulders forward several times. Roll them backwards a few times.
- ❖ Wriggle out the tension. Take a deep breath and give a long exhale.

### Vocal warm-up [5 - 10 mins].

A vocal cool down and warm up in between talks will also help, even if they're only short. **Follow the steps below** or **watch and follow [this video](#)**

1. **Breathe deeply**, relaxing your belly, so the belly, ribs, and back expand with your breath.
2. **Stretch** out your neck, jaw, face, sides, etc.
3. Activate your breath support muscles with a **hiss exercise**.
4. Begin vocalising on something easy to start stretching out the vocal cords e.g.: lip roll, "HM" (hum), or "NN".
5. Sing on an easy, relaxed **OO vowel** to work on good, consistent resonance throughout your range.
6. Open up to an "AH", "YAH", "UH", or "YUH" to relax the jaw down and lift the soft palate up.
7. Get into **mix voice** with an "NG", "NYAH", "NAY", "MUM", or "BUH".
8. **Warm down**: If you spent quite a bit of time working out, warm down with a gentle hum or lip trill.

## 5 DELIVERING YOUR TALK

### Housekeeping

At the start of the talk, depending on the environment and the time you have, go through these "Housekeeping" points as appropriate. Always prioritise access and safe space:

## Access

“Please let me know if you have any access requirements e.g. you might need me to speak more slowly, with longer pauses for you to process information and ask any questions. Just raise one finger. If you’d prefer to write it down, please do so, fold the paper over and have it passed to me”.

## Safe space

Live: “In XR, for everyone’s comfort, we ask that you please do not consume any alcohol or drugs while you are here.”

## Timing

The talk lasts for [no of mins] and I hope you can stay to hear it all.

## Communication Points

For everyone’s convenience, we will use these basic hand signals during this session:

- Raise your finger (query or comment)
- Wavy hands (I agree - also see Temperature check below for unsure/disagree)
- C for clarification
- Cupped ear, or upward movement of palms for “please speak up”
- To bring quiet to the space, raise one hand high in the air [Giraffe]

We also might use a ‘temperature check’. [\[Explain wavy hands up \(BSL for cheering\), in the middle \(unsure/ don’t mind\) and pointing downwards \(disagree/ don’t like\)\].](#)

Please use the hand signals rather than just calling out. Thank you.

**“Is everyone clear about these housekeeping points? Are there any questions?”**

## Check-ins (optional)

You can ask people to introduce themselves to someone next to them and include, first name, area you’re from and how you’re feeling.

[Link to the scripts on the Rebel Toolkit](#)

## Closing your talk

Do remember to thank everyone for listening and direct them to e.g. the sign-up sheets and how to donate / QR Code.

You can do check outs, as appropriate. Attendees might like to say one thing they have found out, or found surprising or helpful.

Or do a temperature check, using the above pointers

**Optional - Regen Statement:**

Before you go, I'd like to share XR's **Vision Statement** [or another regen statement from the Rebel Toolkit [here](#) [Invite attendees to lower their eyes, find a middle-distance point to gaze at.]  
“Let us take this moment to consider why we are here. Let us recall our love for the whole of humanity and every living thing, all around the world. Let us remember our gratitude for this beautiful planet that could nourish and sustain all life. Let us recollect our sincere desire to protect all this, for now and for future generations. As we act today, may we find the courage to bring this sense of peace, love and appreciation to every lifeform we meet, to every word we speak and to every action we take. In this emergency, together, rooted in love, we are here for all of us.”

**ENDS**

## **6 SPEAKER FEEDBACK**

Please provide any feedback from your experiences of your training session, or as you go on to give talks, so that our training can be continually developed and improved. You can do this by messaging into the [Talks & Training Reception](#) on Mattermost or by emailing [eventsxr@gmail.com](mailto:eventsxr@gmail.com)