

Speaker and Attendee Coordination Briefing

This guide is designed to help you spot tasks that can be handed over to a VA, what Jessanol would usually need from you, and what the end result could look like.

HOW THIS HELPS

When an event, webinar or training session involves speakers, attendees or contributors, the admin can quickly become fiddly. People need the right information at the right time. Speakers may need deadlines, slides, bios or links. Attendees may need joining instructions, reminders, resources or follow-up.

Jessanol can help coordinate the practical communication and tracking so everyone knows what they need and when they need it.

THIS IS USEFUL IF

This type of support may be useful if:

-  You are coordinating speakers, contributors or facilitators
-  Attendees need clear information before or after a session
-  You need someone to track who has sent what
-  You are waiting for bios, slides, resources or confirmations
-  There are several people involved and details are scattered
-  You need polite follow-up without everything feeling last-minute
-  You want communication to feel organised and professional

WHAT JESSANOL CAN SUPPORT WITH

Jessanol can help coordinate speakers, attendees or contributors. This may include:

- Creating speaker or attendee trackers
- Sending agreed information requests
- Tracking confirmations, bios, slides or resources
- Following up on missing information
- Sending joining instructions or reminders
- Preparing speaker information packs or briefing notes
- Organising attendee lists
- Saving submitted materials in the right folders
- Flagging missing details, risks or questions

RECOMMENDED RHYTHM

This can be done during the planning period for an event, webinar, training session or programme.

For example:

- Coordination in the run-up to an event
- Speaker support before a webinar or conference
- Attendee communication before a training session
- Follow-up after a workshop or course

ACCESS LIKELY NEEDED

Jessanol will probably need:

- Access to speaker or attendee lists
- Existing email templates or previous communications
- Event, webinar or training details
- Access to shared folders for slides, bios or resources
- Calendar or event platform details
- Guidance on deadlines and priority people
- Guidance on tone and approval before sending messages

IMPORTANT CONSIDERATIONS

Before starting, we will agree:

- Who needs to be contacted
- What information needs to be collected or shared
- What deadlines apply
- What Jessanol can send directly
- What needs approval before sending
- How missing information should be chased
- Where submitted information or resources should be saved
- What should be flagged as urgent

Messages should be clear, polite and aligned with the tone of the organisation. Speaker and attendee details should be handled carefully and only shared where appropriate.

STEP-BY-STEP INSTRUCTIONS

1. Confirm who needs to be coordinated and why.
2. Gather existing lists, contact details, deadlines and event information.
3. Create or update a speaker, contributor or attendee tracker.
4. Draft or send agreed information requests.
5. Track confirmations, resources, bios, slides or outstanding details.
6. Follow up politely on missing information.
7. Save submitted materials in the agreed location.
8. Flag any missing, unclear or urgent information.
9. Confirm when coordination tasks are complete or ready for the next stage.

WHAT YOU NEED TO PROVIDE

To get started, you will usually need to provide:

- A list of speakers, attendees or contributors
- Details of the event, session or programme
- Any existing communication templates
- Deadlines for information, slides or resources
- Access to relevant folders or event systems
- Guidance on what Jessanol can send without checking first
- Guidance on who needs a more personal approach

You do not need to have every detail ready at the start. Jessanol can help identify what is missing and keep track of what still needs to be gathered.

WHAT YOU'LL GET BACK

You should have:

- Clearer speaker or attendee tracking
- Fewer missing details
- More consistent communication
- Less chasing sitting with you
- Better organised event or session resources
- Earlier visibility of anything that may cause delays

If this sounds familiar, we can use this as a starting point to work out what support would be most useful. Contact me: jane@jessanol.com