



HBA Global Ambassador Community of Practice

Speaker's Guide: Mini Master Class

Thank you for your interest to speak at an upcoming Ambassador Community of Practice session. We look forward to welcoming you. Please use this guide to ensure that the HBA has all we need to feature you and your content appropriately.

Content Development

Each Community of Practice will feature a 15-minute **Mini-Master Class**. Please provide the HBA with the following:

1. A proposed **title** for your Mini-Master Class
2. A **short description** of your session (~50 words)
3. A primary, and secondary if applicable, [HBA Leadership Capabilities](#) your session addresses
4. Two to three **discussion prompts**, to kick off discussions during intimate, peer-facilitated breakouts immediately after you present
5. Please ensure your content delivers **two to three actionable takeaways** participants can put into practice post-session.

Speaker Administration

Prior to your session, please ensure you have completed the [HBA Speaker Agreement](#) and registered for the session, using the link provided by HBA via email.

The HBA will request a twenty-three minute session approximately one week prior to the event date for a [tech rehearsal](#) to run through your content and the overall event flow. Review our [speaker best practices](#) in preparation for that session.

Presentation Slides

Please utilize the [HBA Ambassador Community of Practice slide template](#) for the event and include the following:

- Complete slide 5 with your headshot, name and company
- Insert your presentation slides, where indicated
- Insert your discussion prompts on slide 8, where indicated

Please submit your completed slides to HBA no later than one week prior to your session.

Thank you for your participation, and we hope you enjoy the event!