



## INTERLINK SPEAKERS BUREAU

INTRODUCING STUDENTS AND EDUCATORS  
TO A WORLD OF POSSIBILITIES

North Central Texas InterLink, Inc.  
An Affiliate of the North Texas Commission

Since 1987, InterLink has been building a bridge between business and education. InterLink provides industry driven regional labor market information to secondary and post secondary education institutions to assist them in developing career and technical programs that will graduate students with high level skills and knowledge to prepare them for careers in the dynamic North Texas workforce. The InterLink Speakers Bureau is a way to inform teachers and students of the many exciting career opportunities available.

### HOW VOLUNTEERS CONTRIBUTE

- Classroom presentations to students—daytime
- Career fairs—days or evenings
- Panel presentations to educators and students—daytime
- Keynote speakers at events—daytime
- Other requests may be made

### WHAT ARE THE RULES?

- Rule #1 for InterLink— We are a speakers bureau, that is all that we ask of you.
- Rule #1 for Volunteer—If you commit to be there please do so or get a substitute.

Note: When you volunteer, the school will have your contact information and may follow up with you in the future. It is your decision on whether to remain their resource.

### HOW THE PROCESS WORKS

When InterLink receives a request for speakers we get exact details and email the request to InterLink's Speakers Bureau volunteers. When an event is accepted an introduction is made by InterLink through email. Information includes:

#### **SCHOOL:**

Type of event:  
Event Date:  
Number of speakers needed:  
Exact time speakers needed: Start:      Finish:  
Number of presentations:  
Duration of each presentation session:  
Ages of students:  
Approximate number of students in each session:  
Equipment provided: projector/speakers/screen/internet, table, other  
School Name:  
School Address:  
City:  
Zip Code:  
Where should speaker report:  
Contact person:  
Email of contact person:  
Cell phone or other phone number for day of event:  
School Phone Number:

#### **VOLUNTEER:**

Name and Title:  
Company  
Mailing Address:  
Phone:                      Cell phone:  
Email address:

### IDEAS FOR A SUCCESSFUL PRESENTATION

Power Point or discussion format ~ however you're most comfortable.

- Arrive at the destination a few minutes early—schools are large and it may take some time to get to your location
- Have a short printed bio of your career and interests for the person making your introduction
- Describe your industry
- Describe your career pathway
  - How were you influenced
  - Your education and how many years it took
  - Other jobs you have had and how they contributed to your success later in life
  - How you made your career choice (Planned/serendipitous/By default/etc.)
- Describe what your work entails
  - What skills do you need
  - What type education is best
  - What technologies do you use
  - How do you dress
  - What are the tools of your trade
  - What hours do you work
  - Is the work physically or mentally challenging
  - Do you work outside, inside, both
  - What interaction do you have with others in your job
  - Do you continue learning—what and how
  - What do you think the future will be like in your industry
- Bring some tools of your trade, especially for students
- What do you love about your job

**GIMMES? IT IS ENTIRELY UP TO YOU.**

### WHO DO WE CONTACT?

#### CONTACT INTERLINK

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For information about InterLink:

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