



SPEAKERS PREPARATION KIT

The Memory Project invites veterans and Canadian Forces members to share their military experience with fellow Canadians, young and old. Through an online archive and speakers bureau, more than 1.5 million Canadians have heard their stories.

thememoryproject.com



New speakers of HMCS York.



Welcome to *The Memory Project* Speakers Bureau!

We're a community of over 1,500 Canadian veterans and active Canadian Forces members who are passionate about sharing their experiences in order to discuss Canada's military history with Canadians across the country.

HOW IT WORKS

When *The Memory Project* receives a request for a visit in your community, we will contact you about the opportunity. You may accept or decline the request.

If you accept the request, we will inform the visit organizer so that they may contact you to discuss the details of your visit.

If you schedule your own visit, please let us know so we are aware of your availability.

The Memory Project staff is always available to help should you have any questions or concerns. Please contact us at memory@historicanada.ca or toll-free at 1-866-701-1867.

Be sure to send us your comments after the visit. Your feedback helps us improve our programming and can even win you prizes. Visit thememoryproject.com/feedback

PRE-VISIT CHECKLIST

To guarantee your presentation runs smoothly and that you feel comfortable, make sure you've spoken to the visit organizer in advance. You should have the following information prior to the visit:

- Date, time, length of visit, and number of students;
- Name, address, and phone number of the school or community group;
- Exact location and name of the person who will meet you at the speaking engagement;
- Find out what your audience already knows! What have they been studying?
- Is there particular content the visit organizer wishes you to cover?
- What equipment is available and what equipment will you need?
- Remember to wear your *Memory Project* pin! Contact us for a pin if you do not have one.

THINK ABOUT THE FORMAT AND THE CONTEXT

It is important to know who you're talking to and what sort of environment you'll be in.

While *The Memory Project* staff can provide recommendations and suggestions, it is up to you and the visit organizer to decide what format your visit will take.

Who is your audience? Find out the approximate age and/or grade level of your audience. Is it a history class, or community group gathered to discuss a certain theme like remembrance?

How long will your presentation be? If you have 5 minutes, you may wish to share just one quick anecdote. If you have 10 minutes, you may wish to bring photos or artefacts with you. If you have 30 minutes, you may wish to leave time for questions. If you have an hour, decide whether to leave time for questions at the end or take questions throughout. Check out our online Speaker Resources for a downloadable PowerPoint template to help you organize your presentation.

What will your visit look like? Will you be in a small classroom or a large auditorium?

Will you have any audio-visual aids? Will you be a guest of honour at a ceremony? How will the room be set up? Visit thememoryproject.com/speaker-resources

What form will your presentation take?

Depending on the size and age of your audience, you may have more freedom in terms of how you format your presentation and the subject matter you cover. Will you be engaging in a discussion or taking part in a Q&A? Whatever the format, be sure to engage with your audience and have them ask questions that lead to discussions. Hearing your story will help them learn to tell their own.

PRESENTATION TIPS

- 1 Larger groups may ask fewer questions during a presentation and more afterwards.
- 2 Smaller groups may be more comfortable asking questions throughout a presentation.
- 3 Explain jargon (especially for younger children who may not know military terms).
- 4 *Memory Project* speakers share their personal experiences. You are not expected to teach a history lesson.
- 5 The visit organizers may have some questions and could act as a facilitator for Q&A sessions.
- 6 **You are under no obligation to answer questions that make you uncomfortable. Young people are curious, but not always tactful. Consider strategies to address questions that may be of a sensitive nature or answer directly that you appreciate the interest, but are not comfortable discussing that question.**

DID YOU KNOW?

The Memory Project offers you the opportunity to create a Speaker Bio on our website. Check out thememoryproject.com/become-a-speaker for more information.



Mr. Leonard Whiffen talks to students at a VE Day event in Halifax, NS



WO Len Maynard with students of Chatham Christian School.



Major (retd) Sandra Perron in Knin, Croatia.



Sgt. Karl Charest with Canadian Army veteran Mary Hokonson.



Hoojung Jones and Doug Finney, Korea Veterans Association.

WHAT SHOULD YOU TALK ABOUT?

When you go on visits, you may find that organizers already have an idea of what they would like you to talk about. If you're still not sure where to start, consider these themes and questions:

REMEMBRANCE

What does **Remembrance Day** mean to you? Why is it still important and relevant? How can we remember events, even if they happened before we were alive? Consider posing these questions to your audience.

CITIZENSHIP

Students are encouraged to become active Canadian citizens and develop a strong sense of **social responsibility**. You can speak about your own decision to enlist in the Canadian Armed Forces and what it means to you to be a Canadian.

INNOVATION AND TECHNOLOGY

What were your experiences with **innovation and technology** in the military? How did technology change during your service? Was your military career impacted by technology?

PERSONAL REFLECTION

Address topics students can **relate** to. You can talk about friendship and teamwork, displaying courage in the face of bullies, or perseverance in the face of hardship.

YOUR EXPERIENCE

More than anything, you are part of *The Memory Project* so that you can tell **your story**. What made the biggest impact on you? What memories do you revisit most often? Why is it important to you to share your story? What are you most proud of?



Visit thememoryproject.com to find downloadable lesson plans that you can bring to your classroom visits. The lesson plans focus on various conflicts and themes studied by students across the country.