

ASIA-PACIFIC HOUSING FORUM 2019

Job Description – Speaker Management

Habitat for Humanity is seeking a Speaker Management to work on a contract basis to strategically support the successful delivery of the Asia-Pacific Housing Forum. Working with the Communications department of Habitat's Asia-Pacific Area Office, the person will play a key role in ensuring optimal speaker and moderator engagement, in line with the conference's features and objectives. Tasks will be conducted with full support and resources provided by the Forum's secretariat (located in Hong Kong and Bangkok).

Key Responsibilities

Forum Invitations

- Research and liaise with internal departments at Habitat for Humanity to shortlist sector experts for Forum's sessions and panels;
- Draft and send invitation letters and emails to speakers and moderators;
- Create a set of 'roles and responsibilities' for speakers and moderators;
- Develop a monitoring system to follow up the communication with potential speakers and moderators, ensuring that they are well briefed of the Forum features and presentation format;
- Create a database of Thai sourced potential moderators (journalists, housing experts, influencers) and meet them to introduce the Asia-Pacific Housing Forum and their roles and responsibilities in supporting speakers;

Speaker and Moderator Management

- Facilitate interactions (virtual and face to face) between speakers and moderators, ensuring they meet at least once before the Forum;
- Coordinate the pipeline of VIP speakers and moderators and support their travel agenda if required;
- Gather photos, biographies and presentations, securing authorization to publish speeches, conference papers and presentation materials;
- Coordinate the participation of speakers from preliminary events into the regional Forum;
- Update program coordinator about confirmed speakers and provide information for website and promotional materials;
- One week prior to the Forum, organize a briefing meeting with moderators;

Event coordination

- General support to speakers and moderators on event day;
- Introduce key speakers and moderators to resource development and senior leadership staff when appropriate.