## Speaking notes

***[insert location name, venue and date]***

**Host welcome** 5 mins (6.30pm – 6.35pm)

|  |  |
| --- | --- |
| Full Name:  |  |
| Title:  |  |
| Organisation:  |  |

**Speaking notes**

* Introduction and welcome (and on behalf of the city/council name and/or other organisation as appropriate)
* Acknowledgement of Traditional Owners of the land/country

Traditional Owners:

At all meeting or formal gatherings, it is customary for the first speaker to pay respect to the traditional owners of the land on which you are meeting. An example of such a welcome could be to say: ‘Welcome to [insert event title]. I would like to begin by acknowledging the traditional owners of this land, [insert traditional owners], on whose land we meet, and to pay my respects to their elders past and present’.

Elders:

It is customary for the first speaker at a meeting to also pay respect to Aboriginal or Torres Strait Islander elders of the area and those present, in a similar manner to how one acknowledges the presence of councillors, MPs, dignitaries, etc. Acknowledgement of past and present elders usually follows the acknowledgement of traditional owners (see above) or can be said separately. It should be done at public forums and in meetings. Elders should be acknowledged by name or, if the identity of all elders is not known or is not clear, the speaker should be inclusive by acknowledging ‘any Aboriginal or Torres Strait Islander elders who join us today’.

Then:

* Acknowledge other VIPs in attendance, e.g. the local Member of Parliament.
* Introduce key community members in the audience.
* Thank anyone involved in organising the meeting.
* Discuss any housekeeping issues (bathrooms/exits/mobile phones off).
* Then say: “Please make welcome” the master of ceremonies, full name, title, from organisation.