



THE MEMORY
PROJECT
SPEAKERS
PREPARATION KIT

The Memory Project is a volunteer speakers bureau that arranges for veterans and Canadian Forces members to share their diverse stories, perspectives, and experiences of military service with audiences of all ages. Our speakers have reached more than 3 million Canadians since 2001. Our speakers community is passionate about sharing their service stories with people across the country.

thememoryproject.com

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HISTORICA
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Welcome to the Memory Project Speakers Bureau!

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 connect you with the visit organizer so that they can contact you to discuss the details of your visit.

If you schedule any other visits elsewhere on your own, please let us know so we are aware of your availability, and so we can lend a hand if needed!

The Memory Project staff is always available to help should you have any questions or concerns.

Please contact us at memory@historicacanada.ca or toll-free at 1-866-701-1867.

Be sure to send us your comments after the visit. You will receive an email after your visit with a link to a visit-specific feedback form. Your feedback helps us improve our program!

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.
- Any particular content or subjects the visit organizer wishes you to cover.
- Availability of any special equipment you might need to do your presentation.
- Remember to wear your Memory Project pin! Contact us for a pin if you do not have one.

WHAT TO TALK ABOUT

Not sure where to start? Consider these common themes and questions:

REMEMBRANCE

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

CITIZENSHIP

Students are encouraged to become active Canadian citizens and develop a strong sense of social responsibility. You can talk about friendship, teamwork, leadership, and displaying courage in the face of bullies, or perseverance in the face of hardship.

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?

YOUR EXPERIENCE

More than anything, you are part of the Memory Project so that you can tell your story. You can speak about your decision to enlist in the Canadian Armed Forces. 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?



FORMAT AND 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, a scout group, or a senior's group gathered to discuss a certain theme like Remembrance Day?

How long will your presentation be? If you have 15 minutes, you may wish to share just one or two quick anecdotes. If you have 30 minutes, you may wish to bring photos or artefacts with you or 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? Do you require them? Will you be a guest of honour at a ceremony? How will the room be set up?

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, taking part in a Q&A, or presenting a PowerPoint to a group?

Whatever the format, be sure to engage with your audience and encourage them to ask questions for an open discussion. You never know which part of your story will have a lasting impact on those who hear it!



PRESENTATION TIPS

- Larger groups may ask fewer questions during a presentation and more in a question period afterwards.
- Smaller groups may be more comfortable asking questions throughout a presentation.
- Explain jargon (especially for younger children who may not know military terms).
- Memory Project speakers share their personal experiences. You are not expected to teach a history lesson, but you may want to give students a bit of historical context if you are speaking about a particular conflict or event.
- Visit organizers may have some questions and could act as a facilitator for Q&A sessions.
- 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. Before your visit, you may wish to identify for the organizer any topics you do not wish to address.

Still have questions? Please get in touch with the team by email or phone!

memory@historicacanada.ca | 1-866-701-1867

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