Guest Speaker / Industry Session Guide

Faculty, program leaders, and guest speakers | Session Guide

Course / program: _____ **Session title:** _____

Speaker / organization: _____ **Educator / host:** _____

Date / delivery mode: _____ **Planned duration:** _____

Use this guide to turn a guest appearance into a learning event with a clear purpose, safe demonstration boundaries, accessible delivery, structured questions, learner evidence, and follow-up. Adapt recording, privacy, consent, accessibility, safeguarding, export-control, and confidentiality practices to institutional policy and the speaker's authorized scope.

Educator Pre-Brief

[ ] Define one to three learning goals that are achievable in the allotted time.

[ ] Tell the speaker what learners already know, what terminology is safe to assume, and what has not yet been taught.

[ ] Identify sensitive topics, learner age/context, accessibility needs, and any topics the educator must frame or debrief.

[ ] Decide whether questions will be live, moderated, submitted in advance, anonymous, or held until the end.

[ ] Confirm technology, room/meeting access, captioning or transcript support, display adapters, audio, and a no-slides fallback.

[ ] Agree on demonstration, data, credential, confidentiality, photography, and recording boundaries before the session.

Short Speaker Brief

Brief item	What to provide
Purpose / learning goals	
Audience / prior knowledge	
Three takeaways to emphasize	
Terms / concepts to explain	
Topics or examples to avoid	
Demonstration boundaries	
Accessibility / delivery needs	
Q&A process	
Time available / hard stop	
Educator contact / day-of backup	

Demonstration, Privacy, and Confidentiality Boundaries

[ ] Use fictional, sanitized, public, or explicitly authorized examples.

[ ] Do not display live passwords, API keys, tokens, private keys, security questions, account recovery data, or confidential customer/student/employee records.

[ ] Do not conduct live exploitation, scanning, credential testing, social engineering, or other activity outside the speaker's and institution's explicit authorization.

[ ] Remove proprietary, export-controlled, personal, incident-sensitive, or client-confidential details unless the authorized owner has approved their classroom use.

[ ] Treat screenshots and screen sharing as disclosures: close unrelated applications, messages, dashboards, browser tabs, notifications, and password managers.

[ ] Do not promise that recording, photography, transcription, or redistribution is allowed. Follow institutional policy and the speaker/organization agreement.

[ ] Prepare a sanitized backup screenshot, diagram, log excerpt, or prerecorded demonstration in case the live demonstration becomes unsafe, inaccessible, or unreliable.

Learner Readiness

Before the session	Ready? / notes
Learning goals and speaker context shared	
Key terms / prerequisites reviewed	
Question-writing prompt provided	
Professional conduct / confidentiality expectations stated	
Accessible materials or alternatives available	
Evidence / follow-up task explained	

Run of Show

Segment	Minutes	Lead	Purpose / prompt	Materials / contingency
Welcome and boundaries				
Speaker context / career path				
Core topic / case				
Demonstration or artifact review				
Moderated questions				
Learner synthesis / evidence				
Close / next step				

Question Bank / Moderation Sheet

Question	Learner / source	Why it matters	Ask / hold / redirect	Follow-up

Learner Follow-Up - 3 / 2 / 1

3 ideas / practices I can explain now: _____ **2 connections to course concepts or evidence:** _____

1 question or assumption I still need to investigate: _____ **One action / artifact I will create or revise:** _____

Educator After-Action Review

- Did the session produce evidence tied to the intended learning goals rather than only general interest?
- Which explanation, case, or demonstration was most useful and what should be cut next time?
- Were any privacy, confidentiality, safety, accessibility, or participation problems observed?
- What follow-up does the speaker need: thanks, unanswered questions, approved resources, corrections, or no further contact?
- Should the speaker/session be invited again, revised before reuse, or retired? Record the reason.

Follow-up owner: _____ **Speaker thank-you / closeout date:** _____

Session revision needed: _____ **Next review / reuse decision:** _____

Source and use

Bare Metal Cyber Educators Hub, Dr. Jason Edwards. Faculty Delivery & Accessibility Toolkit - Guest Speaker / Industry Session Guide.

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