



Striving for Peace and Progress

Association of Muslim Professionals

(Reg. No. 2011 G.B.B.S.D. 3001)

AMP Guidelines for Speakers

Do's:

- Read and understand the presentation well before going to the school.
- Carry an AMP Banner with you. If Banner is not available, try to write down AMP on the Black Board.
- Reach the venue on time.
- Be courteous towards the school management.
- While taking session try to have the presence of a staff member of the school.
- Adhere to the timeframe of the session.
- Be objective in your approach do not deviate from the subject of the session.
- Adopt an interactive approach during the session; make sure that the students feel free to ask questions.
- After the session is over extend thanks to the school management, teachers & students.
- Please try to have your picture while taking lecture, with AMP Banner and Students.
- Exchange contact information with the school authorities if required for future communication.
- Make sure that you have submitted the report in the desired format (along with pictures of the session) [Optional]

Don'ts:

- Refrain from discussing religious or political views before/during/after the session.
- Do not be harsh on the students.



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CHECKLIST for the Lecture [To have before conducting the session]	Status
Information about school like name, venue etc	
Permission from school (this will be conveyed to you by AMP Team)	
Schedule/Time of the SDL (this will be provided to you by AMP)	
Information of the students (Which class, no. of students etc)	
Your personal laptop (if the school doesn't have a projector)	
Camera/Smart phone for taking pictures during the session	

Flow of the Session	Time (2 Hours)
Introduction of the Speaker	0-5 min
AMP Introduction	0-5 min
Session using the presentation	1 hour 30 minutes
Interaction with one-on-one Q&A with the students/Activity	15 min
Thanks to student and teachers	0-5 minutes
Feedback from Teachers/school	Optional