



Speaker Invitation Guidelines for APC Events

The following document provides guidelines for inviting external speakers to APC events and conferences.
Last updated: June 2026

General Information

These guidelines apply to all APC events and conferences where an external or guest speaker is being invited. The ministry leader or event coordinator is responsible for following this process.

Steps for Inviting a Speaker

Step 1 – Plan First & Get Approval

Before reaching out to a speaker, ensure all of the following are confirmed, and approved by Accounts and Senior Pastor:

1. Schedule of the event
2. Venue
3. Budget
4. Conference theme
5. Topics for each session
6. Which specific sessions the speaker will be invited to address

Step 2 – Send One Comprehensive Invitation Email

In one email, give the speaker all the details they need to say a 'yes' or a 'no'. Avoid multiple follow-up emails, calls, or WhatsApp messages. The invitation email must contain:

1. Dates of the conference
2. Full conference schedule (attach as a spreadsheet/PDF)
3. Conference theme and topics for each session
4. Which specific sessions you want the speaker to address
5. Whether air travel costs will be covered, and whether airport pickup and drop-off will be arranged
6. Ideal air travel timings for the speaker (arrival and departure)
7. Ask speaker for food preferences and dietary restrictions. Inform Events Coordinator.
8. Expected number of participants
9. Demographic of participants (age range, professional background, etc.)
10. Whether sessions will be in English, and if translation will be provided
11. Whether sessions will be live streamed or recorded
12. Whether accommodation will be provided
13. Honorarium amount (to be discussed and confirmed with Senior Pastor before sending the invitation email), then mention the confirmed amount in the email



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14. Whether a laptop and media/presentation equipment will be available
15. Deadline for the speaker to submit their presentation, and the email address to send it to
16. Whether the speaker is permitted to distribute books or resource materials to participants
17. Other things for the speaker to be careful about (e.g. It is very important that all content be aligned to our statement of faith. APC's statement of faith is available at: <https://apcwo.org/about-us/statement-of-faith>)

Step 3 — After Speaker Confirms Availability:

1. Accounts team to book air tickets and accommodation after coordination with invited Speaker.
2. Food arrangements during their stay to be taken care of
3. Collect bank account details for honorarium transfer and pass on to Accounts.
4. Arrange airport pickup and drop-off

Step 4 — During the Event/Conference

1. Ensure speaker has water bottle etc.
2. Extend hospitality to ensure speaker is comfortable
3. Food arrangements during their stay to be taken care of

Our aim is to take care of our guest speakers from the time they leave their cities/homes until they leave our church and accommodations, to take care of them, their needs, and their preferences. This is our standard of hospitality at APC.