

Welcome speech for Conference or Special Event

This sample welcome speech for a conference or special event is a free template you can use to prepare a talk for an event. Public speaking can be tough but our free sample welcome speech will make it easier for you! Check out our other sample speeches, keynotes, sample letters and more.

Ladies and Gentlemen,

Good evening (good morning / good afternoon) and welcome to the (special event or conference name). I'm so pleased to have the opportunity to welcome you all here today. We have an amazing event planned for you and we are thrilled to share this time with you. Our team has been working hard to pull this together and we hope you are looking forward to this as much as we are.

It's an exciting time for (Organization's specialty field). You all know we are facing a time of remarkable change, great challenges and exciting opportunities. Technology and communication are making the world smaller and more connected than ever. There are exciting things happening, many of which you will hear about from our speakers. At the same time, there are unique challenges we're facing as we try to stay adaptable and responsive to complex topics and new situations. The world of (Organization's specialty field) is an exciting area in which to work/study/play, and we'll continue to meet and bring inspired people together in forums like this, to ensure our (organization) continues to stay strong, relevant and connected. We stand at the leading edge of a time of amazing developments, both within our communities and the larger world, yet we know that that the men and women in our field are up to the task. Because that's really the key things we recognize about our field. It's the people who make a difference, just like all of you who took the time to be here. Together we're working toward an exciting future.

So I'd like to give you an idea of what you can expect and what we hope to achieve (today / over the next few days, etc). (Here you can include a brief schedule of events, a loose itinerary some of the event highlights or some basic goals you'd like to achieve. Keep this section under five minutes).

Let me give you a brief update on where we are today. (Include a few sentences including some highlights that have occurred since the last meeting, or over the last few months. Only big, exciting changes should be included here).

We should all be very proud of where we are today and excited about where we are headed. Before I close, I'd like to thank the team who put all this together. They worked a lot of late nights trying to pull it all together, and we sure appreciate their efforts. (Lead applause)

I'd like to thank each of you for attending our conference and bringing your expertise to our gathering. You, as organization leaders, have the vision, the knowledge, the wherewithal and the experience to help us pave our way into the future. You are truly our greatest asset today and tomorrow, and we could not accomplish what we do without your support and leadership. Throughout this conference, I ask you to stay engaged, keep us proactive and help us shape the future of (Organization's specialty field). My personal respect and thanks goes out to all of you.

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