

## Notes for Presenters

Thank you for sharing your time and knowledge.

### Guidelines

**Time:** 10-12 noon on Fridays. **Venue:** Windsor Community Church Hall 19 Windsor Street Invercargill 9810 **Audience:** Between 90 and 100 older members. **Publicity:** We ask that you send notes about yourself and your lecture to be used in the flyer advertising the series and for our website: [www.u3ainvercargill.nz](http://www.u3ainvercargill.nz). Several sentences would be helpful. Send to our series co-ordinator who will have been in contact with you. Elsewhere on this site you can view the style of brochure we circulate.

If you have questions about the venue, or want to circulate material, either by email or hard copy, at the session, please contact the series co-ordinator.

**Audio Visual:** Data projector, computer and speakers: A wide-screen data projector is available. A computer is also available (Asus Laptop running Windows 10 and Microsoft Office 2013 ) plus a remote with slide forward/reverse and laser pointer. If you wish to use the U3A computer, bring your material on a USB memory device. Alternatively, you may use your own computer and we have cables to connect a MAC to the projector. The venue sound system is available if required. We use lapel wireless microphones. We recommend using a large font size in presentation material. Direct audio-visual technology questions to David Karran: [adkarran@xtra.co.nz](mailto:adkarran@xtra.co.nz)

**Lecture format:** Please arrive by 9.40 to allow time to set up equipment, and meet committee members. The lecture runs from 10 o'clock until about 11 when there is 15 minute tea break. After this until midday you can resume the lecture and/or take questions. When taking questions please repeat each one so that everyone can hear it through the sound system.

**Travel and Accommodation:** We reimburse car running costs. For air travel we cover the speaker's flights and incidentals. It is best if you book the flights then email the receipt to our treasurer, Daniel Phillips: [armadillo228@outlook.com](mailto:armadillo228@outlook.com), who will reimburse promptly. Direct credit is the preferred method of payment. Please read "Koha for Presenters" for further information.

We offer accommodation on the night before the presentation for you and your partner/spouse, either hosted by members or in a motel, whichever you prefer.

**Lecture Material:** If you are happy for us to do so we would post your presentation on this web-site. **Further reading:** We welcome suggestions of websites which our members can explore. We look forward to your presentation and hope that you enjoy your experience in the deep south.

**Website:** [u3ainvercargill.nz](http://u3ainvercargill.nz)

You will find a copy of these notes on the "Resources" page along with "Koha for Presenters".