



GUIDE TO COMPILING A SERIES

1 A series arises from discussion around the committee table at monthly meetings.

Ideas are floated, bounced between members, sometimes marinated between meetings, and eventually given a working title. The Secretary then assigns a date range for 2 or 3 volunteers to go to work and aim for. It can take 6 to 8 weeks to pull a series together. The series itself can run for 4 to 7 weeks according to the subject and the number of speakers available.

2 Contact potential speakers using every means available: personal friends, phone, email and websites. Several committee members are well connected and should be used first off.

3 At initial contact, and following any expression of interest, outline the meeting format (3.1) and what we provide (3.2). Refer them to the website: www.u3ainvercargill.nz for U3A background.

Discuss dates and alternatives and lock in if possible. Confirm final dates with each speaker after discussion and agreement. Discuss travel plans, booking arrangements and any reimbursement.

3.1 Meeting format.

Friday start at 10a.m. Presentation until 11a.m. followed by break for tea/coffee. Question time, following break, with a definite midday finish.

3.2 This includes travel arrangements, motel accommodation, and transport in Invercargill - airport, motel, venue and return. Speaker reserved carpark. At the venue a laptop and projector suitable for Powerpoint (Windows) presentations. Apple laptop adaptors available if required.

Ask what audiovisual equipment is needed and make sure those responsible for setting this up are told ahead of time. If audiovisual is not required that should be advised as well.

4 Aim to have the series ready to go 2 weeks ahead of its starting date. This allows for the preparation and circulation of a brochure to members and speakers. Gather from each speaker, or their agent, a topic outline and biographical notes suitable for the brochure and their introduction on the day.

5 Arrange to have a brochure emailed to each speaker so that they are familiar with other speakers and the subjects covered by them before the series starts.

6 Know the travel arrangements of each speaker and your commitments to them. Meet them when they arrive if that has been agreed. Check that they have everything they need. Introduce them, on the day, to those who will be involved in their presentation.

7 Offer, in advance, to take out of town speakers to lunch nearby following their presentation. Book a table if the offer is taken up. Invite 1 or 2 others to join you on the understanding that they pay for themselves. The speaker's costs (and partner) will be reimbursed by the Treasurer. Keep any invoices to support your claim.

8 Arrange, in advance, for a member to introduce the speaker and another, at the end, to thank them.

9 The Treasurer will organise payment, in a form chosen by the presenter, covering speakers fee and travel costs if relevant. The member thanking the speaker usually presents this at that time.

10 Thank each speaker by email when they have returned home.

Keep in mind, during all of this, that what passes for effective communication varies greatly from one to another. Be prepared to be persistent without being annoying and good luck!