



## 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 Pamphlet advertising the series. Several sentences would be helpful (please restrict to approx 100 words for each part). 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 2016 ) plus two remotes one with laser pointer the other a spotlight. 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 Rosemary McGeachie [r.mcgeachie@xtra.co.nz](mailto:r.mcgeachie@xtra.co.nz). Can you please send an electronic copy of your presentation, by way of "Dropbox" or similar, to Rosemary, no later than the night before you present, so that "surprises" on the day are avoided.

**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, John Low: [b.low@xtra.co.nz](mailto:b.low@xtra.co.nz), who will reimburse promptly. Direct credit is the preferred method of payment.

Please read "Koha for Presenters", below, or on the "Resources" page at [www.u3ainvercargill.nz](http://www.u3ainvercargill.nz) for further information.

We offer accommodation for you, on the night before the presentation, in a motel.

**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.

## KOHA TO PRESENTERS

As set out in the “Resources” page, in “Notes for Presenters”, on our website [www.u3ainvercargill.nz](http://www.u3ainvercargill.nz) we reimburse travel costs and accommodation. In addition it is our custom to offer a token payment, or Koha, to recognize the time and effort spent by you on our behalf. Members appreciate this very much.

Today there are many ways of making payments and some of these are set out in the table. Direct credit to your bank account is our preferred option but the choice is yours. Please tick and/or fill in the details as appropriate. Payment will be on the day you present where possible.

Name:		
Direct Credit to account #		
MTA Vouchers or Gift Cards	Yes	Koha Options
Cash	Yes	
Decline Payment	Yes	
Payment to Charity of your choice:		

For this to happen please make your choice and return this, in plenty of time, to John Low, Treasurer, at: [b.low@xtra.co.nz](mailto:b.low@xtra.co.nz)

We look forward to your presentation and wish you an enjoyable stay here in the deep south

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

You will find a copy of these notes on the “Resources” page.