

U3A Wakatipu – Notes for presenters

Thank-you for being willing to contribute to our further learning.

Guidelines

Time: 10-12 noon on Mondays

Venue: Our usual venue is St Margaret's Presbyterian hall in Ross St, Frankton.

Audience:

About 70 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.

Several sentences would be helpful. Send to our co-ordinator: marionborrell@hotmail.com

If you have questions about the venue, or want to circulate prior reading either by email or hard copy at the session, please contact Marion.

Data projector, computer and speakers:

A wide-screen data projector is available.

A computer is also available (Toshiba running Windows 8 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 (recommended if you have videos embedded in powerpoint) and we have cables to connect a MAC to the projector.

A CD/DVD (region 4 DVD's only) player and high quality speakers are available for music topics.

We have lapel and hand-held microphones.

We recommend using a large font size in presentation material.

Direct audio- visual technology questions to Alan Townsend: alan.r.townsend@gmail.com

Lecture runsheet:

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 20-minute tea break. After this you have about 35 minutes in which to resume the lecture and/or take questions.

Travel and Accommodation:

We reimburse car running costs. For air travel we cover the speaker's flights and car parking for one night or taxis. It's best if you book the flights then email the receipt to our treasurer, Jon Bitcheno, jandr_5@hotmail.com who will reimburse you promptly.

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

Lecture Material:

We would like to post your lecture material on our web-site (www.u3awakatipu.org.nz) but only with your approval. Please discuss this with Alan.

Further reading: We welcome suggestions of websites which our members can explore.

We look forward to your presentation and hope that it is enjoyable for you too.