

**PROGRAM PRESENTER’S PACKET 2023-2024**

*Thank you for agreeing to be a program presenter. We hope you will find the experience interesting and satisfying. The attached pages will help you organize the process of recruiting and supporting a speaker. By using the timelines and suggestions, you can facilitate a good experience for both your speaker and yourself.*

*Your chairperson and I are available to answer any questions you may have along the way.*

Leslie Swenson

Program Vice President

**Table of Contents**

P.2 Presenter’s Job - Overview

P.3. Checklist

p.4 Initial Contact Info and Sample Letter

p.6 Sample Confirmation Letter

p.7 Information Sheet for Speaker to fill out

p.8 Tech Information for Speaker

p.9 Permission to Record form for the Speaker to sign

p.11 Location and Directions

p.12/13 Bulletin Copy form for Presenter to fill out

p.14 Two weeks prior to your session

p.15 Tips for the day of the talk

p.16 Request for Honorarium

p.17 Snow Day

Presenter’s Job

Overview

1) Familiarize yourself with the time line

**2) Contact your speaker as soon as you can – even if they will be speaking in May.**

3) Send your speaker the confirmation letter as soon as they agree to speak – even if your speaker’s date is in May. Include the information letter and the tech information letter

4) Using your information letter, fill out the **BULLETIN COPY FORM** and send a copy to your chair person by the deadline provided by them.

5) Check in with your speaker about 3 weeks before your session.

6) Greet your speaker on the day of. Give them the honorarium. Have a wonderful session

5) After you session, write a thank-you.

Now - how to do all this is in this packet:

**CHECKLIST/TIMELINE**

**Initial Contact with Prospective Speaker**

Phone or email prospective speaker **(*See page 4)***

### If prospect agrees, send confirmation letter or email immediately**(*p. 5-10)***

### Note deadline for bulletin notice, and prepare accordingly ***(p. 11)***

**Three weeks prior to program:**

Submit requisition for payment of honorarium ***(p. 15)***

Notify Susie Erickson whether or not speaker will be at lunch *(612-866-5720 or* [*serick1218@gmail.com*](mailto:serick1218@gmail.com)*).* Make sure you check with your speaker about dietary constraints.

Prepare your introduction – (2 minutes or less)

### Make lunch reservations for you and your speaker: online system: [https://signup.com/go/vWYpqEa](https://r20.rs6.net/tn.jsp?f=001ds7vaUUm8D-jNoyLIxRAlhIcJm8kbAJTWynlzLW91pFSfvEpXlCaD6wlyMNxLU3OHnOFg8msDzdPAoasyidMZRvlYh9C8pdun334UPvGm9X_LmvgoiO5d1IGnpRjMkrhEgGBr9SbsX2I8p24b_7FkZ5dgLdl_N3v&c=v8zUsC5SltoIoGtaSaXhjCBXw9WikolfnTOnqvPybklE_l-u_TtKag==&ch=BvFNaR-8Nh1anw5ISj5ArAtuotX2WBdZHaWHiA7AX93DYZ0RU1N3dg==) or an email [office@aauwmpls.org](mailto:office@aauwmpls.org)

Contact speaker to confirm details; determine if he/she has time constraints, highlight date, location, parking info. Reconfirm if speaker will be having lunch at the Gale (They get a free lunch)

**Two weeks prior to program**

Determine speaker’s audio visual needs ***(p. 6)***

**Program day: *(see page 6 for detailed recommendations)***

Check email/voicemail for last minute changes; bring speaker’s contact info to Gale

Check in with Guest Hostess before 9:30 and pay for your lunch

Pick up honorarium in office

Meet speaker at front door, hang coat in front hall closet, proceed to President’s Hall, introduce to tech person

Have speaker sign Release form (copies at podium) if not yet done

Remind speaker of time parameters; let him/her know that you will give 5 minute warning before Q & A and that you will move around hall with microphone for questions

Introduce speaker ***(Page 15 contains introduction stipulations)***

Monitor Q & A time; **thank speaker when Q & A is over**

Present honorarium packet to speaker

\_\_\_\_\_ For 9:30am presenter only – Plan to read the Recognition of Dakota Land

**WRITE A THANK YOU NOTE** *(cards available in office)*

**INITIAL CONTACT WITH SPEAKER**

**Information to include in initial phone call/email:**

* You are member of Minneapolis Branch of the American Association of University Women, an organization that works to advance equity for women and girls.
* Invitation to speak to our group on (topic) on (date and time) at The Gale Mansion, 2115 Stevens Ave S, Mpls or virtually by zoom
* Lecture is for 45 minutes; Q & A for 15 minutes
* Audience is generally ABOUT 80-100 participants, mostly women
* Offer $100 honorarium (except to elected officials or judges)
* Welcome to stay (or come early) for luncheon if meeting at the Gale
* Give your name and contact information
* Make sure you have clearly told them what you want them to speak about.

##### **SAMPLE SCRIPT** for initial email/phone contact**:**

Dear [insert name].

My name is [insert name]. I’m contacting you on behalf of the American Association of University Women (AAUW), Minneapolis branch, to invite you to speak to us on Monday, \_[date] at\_[time] . The topic we would like you to speak about is [insert topic name]. Although we hope you are able to present in person, if needs be, we are able to move your presentation to Zoom.

AAUW is a national, inclusive, nonpartisan, secular organization dedicated to advancing equity for women and girls through advocacy, education, and research. You may wish to visit our websites, <https://minneapolis-mn.aauw.net/> for more background about our organization.

As part of our commitment to lifelong learning, we meet each Monday to hear experts speak on a wide variety of subjects. Our [Insert committee name] has identified you as a highly knowledge speaker on the topic of [insert topic name] and we hope you will come to speak to us about it. We ask that you speak for about 45 minutes with an additional 15 minutes for Q&A.

The meeting location is the Gale Mansion at 2115 Stevens Avenue, Minneapolis, MN 55404, which is directly across the park from the Minneapolis Institute of Art (MIA). Usually about 80-120 members attend.

We are able to provide you with an honorarium of $100. This is not a measure of your expertise but in gratitude. If your schedule permits, we invite you to join our President and others for lunch at the President’s table.

Please let me know by phone or email whether you can accept this invitation. I’m happy to answer any questions you may have. I look forward to hearing from you at your earliest convenience.

Sincerely,

[name]

[phone number]

[email address]

**ON THE NEXT FEW PAGES ARE**

**THE INFORMATION FORMS TO SEND TO SPEAKER**

**AS SOON**

**AS THEY AGREE TO SPEAK**

1. The CONFIRMATION LETTER (p.6)

2. The INFORMATION FORM for the speaker to fill out (p.7) Save this form.

2. TECH INFORMATION for speaker (p.8)

3. THE RELEASE TO BE RECORDED FORM. (P.9)

**For speakers coming to the Gale**: this form is only for information and need not be signed. They should have a chance to read it so send it to them. If they do sign it and return it, just bring it the day of and give to the tech people.

**For speakers who will be on zoom**: they need to sign the form and return by email to you. Give it either to the tech team or take it to the upstairs office.

4. LOCATION AND DIRECTIONS (p10)

***SAVE THE RETURNED INFORMATION FORM AND USE IT TO WRITE UP YOUR***

***BULLETIN COPY FORM***

**SAMPLE CONFIRMATION LETTER**

***\*IMPORTANT TIP: If sending by email, make subject line “AAUW Speaking Engagement on* (date) *”***

Thank you for agreeing to speak to the Minneapolis AAUW on Monday, (date) at (time), on the topic of .

We meet in the Gale Mansion, 2115 Stevens Avenue South, Minneapolis, MN 55404. Again, we ask that you talk for about 45 minutes, followed by 15 minutes for Q and A. The audience will be approximately 80-100 members, including at the mansion and on zoom.

Again, we are able to offer you an honorarium of $100. In addition, we invite you to join us for lunch at the President’s table on that day if your schedule permits.

We also have two other speakers that day and I invite you to (come/stay) to hear them. I will let you know who they are when the information becomes available. You are also invited to listen to the other speakers that day on zoom. I will be glad to provide you with the zoom link if you so choose.

I must write and submit an announcement of your talk for our bulletin. I am attaching a form for you to fill out that has information I will need for our bulletin write-up. I would appreciate it if you would fill it out and return it to me as soon as you are able. I am also including other information.

I am your contact person from AAUW. You may reach me at (include your contact information). In case of emergency, the AAUW office number is 612-870-1661.

Thank you, again, for agreeing to speak to us. We look forward to hearing your expertise and insights.

I will wait for your completed Information Form.

Thank you. We look forward to hearing your talk.

***(Your Name)***

Information Letter For Speakers

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

2115 Stevens Avenue South

Minneapolis, MN

You are scheduled to speak at AAUW on Monday-\_\_\_ at \_\_\_\_o’clock.

In order to write up your presentation for our bulletin, please complete this questionnaire and return the information by email to me***( your name)*** at (your email) by ***(put a date several weeks to be returned before your bulletin copy is due)*** or you could snail mail the form to me at ***(your address – if you are comfortable)***

Your Name and title

Email Address:

Contact phone number (for emergencies like snow cancellation):

Your address (in case we have to mail your honorarium to you)

Please include your preferred introduction:

Title of Presentation:

Brief description of presentation (50-60 words max):

I can do my presentation on zoom if needed.

At a later date, when we decide how (live or zoom) you will make your presentation, I will ask if you have any tech needs.

If you have any questions, please email me or call me at

Thank you.-

***(Your name, Committee Name, Email, Phone)***

***Your address***

**TECH INFORMATION FOR SPEAKER**

**Oct 2024**

**SPEAKERS:**

### The following audio visual equipment is available for your use.

* Podium with microphone
* AAUW MacBook Pro computer with both Keynote and Microsoft Office Power Point software
* Projector for use with our Mac computer
* Lavalier microphone
* Laser pointer
* Please let us know if you will be showing a video from the internet during your presentation as it requires additional audio setup.

### Speaker A/V Guidelines – if you are doing a PowerPoint or video presentation -

### 1.) On the day of your talk, please check with the techs on duty about setting up your presentation AS SOON AS YOU ARRIVE

##### **2.) ALWAYS BRING PRESENTATION ON A FLASH/JUMP DRIVE WITH YOU THE DAY OF YOUR PROGRAM.**

3.) Power Point or Keynote format is preferred.

4.) If you have a PowerPoint presentation, you will have to use our computer to show the PowerPoint. However, if your computer has notes that you want to use, there is room for you to set up your computer next to ours on which you can look at your notes. We also have another computer that you can use to show notes to yourself

5.) Please let your contact person know if you are not planning to speak behind the podium. If you are participating in a panel discussion or planning a performance, for example, your contact person needs to know.

You will be asked if you are willing to sign the Release and License Form to permit the recording of your presentation when you come.

The Permission to Record Form on the next page is to be sent to all

speakers to look at

However

Only those who are presenting on zoom have to sign and return the

form to you. You then send it on to the office at [aauwmpls@galemansion.com](mailto:aauwmpls@galemansion.com)

If your speaker signs this form and returns it to you, no worries. Just bring it to the tech team on the day of the talk.

Speakers who come to the Gale will be asked to sign the form

by the Tech Team right before they speak

**RELEASE FORM – PERMISSION TO RECORD AND USE**

**Oct 2024**

#### Program Title:

**Date/Time:**

Speaker gives permission and provides a license to AAUW Minneapolis Branch (AAUW) to record and use Speaker’s presentation (including any supplemental materials provided by Speaker) (Presentation) in the manner described below in any or all print and media forms, including but not limited to video, audio, and slides. Speaker further permits AAUW to place the Presentation in any form on a website, access to which is provided through an AAUW password protected website, for viewing by AAUW members and others invited by AAUW who visit the AAUW website. In addition, Speaker gives permission and provides a license to AAUW to take and use any image of Presenter provided by Presenter or taken in connection with the Presentation (Likeness) for use by AAUW in its promotion, publicity, advertising or electronic publication.

The Presentation or any Likeness may be electronically posted for up to two years or as determined by AAUW.

Speaker will not be compensated for the Presentation or any Likeness or the rights to use it or them other than through AAUW’s customary honorarium provided to eligible speakers. Signing this form does not guarantee that the Presentation or any Likeness will appear on the website or other location or be used in any manner by AAUW. The determination of whether the Presentation or any Likeness will be included on the AAUW website or other location and in what format is solely that of AAUW.

Speaker hereby releases AAUW from any and all claims and demands, of any kind and character, without condition or exception, arising because of its use of the Presentation or any Likeness. Speaker affirms that he/she has the permission of each and every author of any information contained in the Presentation or any Likeness, to the extent required by law for the purposes described in this Release, to use copyrighted materials within the Presentation or any Likeness.

For VALUE RECEIVED, Speaker hereby warrants that he/she has the right to execute this form, and affirms he/she is over twenty-one years of age.

If you are presenting on zoom, please fill in the info below and return to your contact person. If you are coming to the Gale to speak, you just need to review this form. We will have a copy for you to sign at the Gale.

Signature: Date:

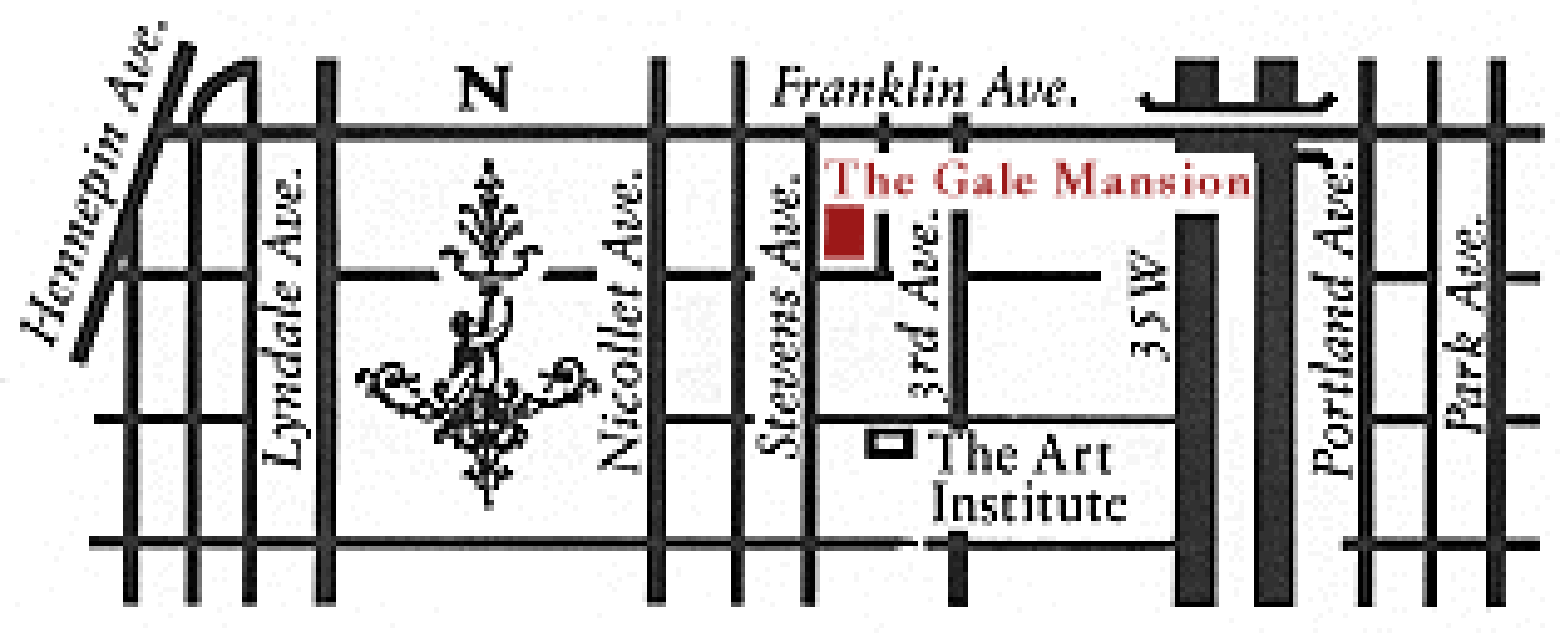
Print Name:

Address:

City: State:

**LOCATION AND DIRECTIONS**

The Gale Mansion, home of AAUW Minneapolis Branch, is located at **2115 Stevens Avenue**, just one block south of Franklin and two blocks east of Nicollet. It is across from Washburn-Fair Oaks Park, two blocks north of the Minneapolis Institute of Arts. Stevens Avenue is one-way heading north between 22nd Street and Franklin Avenue. Free on-street parking is available; AAUW speakers may park in the semi-circle driveway.



**35W from the North**

Follow signs for the 11th Avenue exit.

Turn left onto 11th Ave, proceed two blocks to Franklin Avenue Turn right onto Franklin Ave, proceed to 3rd Ave.

Turn left onto 3rd Ave, proceed to 22nd St,

Turn right onto 22nd St two blocks to Stevens Ave. Turn right onto Stevens.

#### I-94 from the North

Take the Lyndale Ave exit. Proceed south on Lyndale several blocks to Franklin Ave.

Turn left onto Franklin Ave, proceed to First Ave. Turn right onto First one block to 22nd St

Turn left onto 22nd St one block to Stevens Ave. Turn left onto Stevens.

#### I-94 from the East (St. Paul)

Take the 11th Street exit; proceed on 11th St to LaSalle Turn left onto LaSalle, proceed to 22nd St. (cont.) Turn left onto 22nd St to Stevens Ave.

Turn left onto Stevens.

#### I-394 from the West

Take the Dunwoody/Hennepin exit. Turn right on Lyndale Ave Proceed south on Lyndale several blocks to Franklin Ave.

Turn left onto Franklin Ave, proceed to First Ave. Turn right onto First one block to 22nd St

Turn left onto 22nd St one block to Stevens Ave. Turn left onto Stevens.

#### 35W from the South

Take 31st/Lake St exit. Proceed to Lake St. Turn left and go two blocks to 1st Ave.

Turn right; proceed to 22nd St.

Turn right onto 22nd one block to Stevens Ave. Turn left onto Stevens



On the next page is the Bulletin Copy form.

**USE THE BULLETIN COPY FORM**

to turn your bulletin write up into your topic chair

Save a copy for yourself

## Fill out the bulletin copy form. Then copy it and return to those listed below by the **DEADLINE set by your topic chair**

**Bulletin Copy Form**

**Please Fill Out This Form and Return**

## Fill out this form. Then copy it and return to those listed below by these **DEADLINE DATES**

**July 4, 2023** for talks in September, October, November

**October 4, 2023** for talks in December, January, February

**January 4, 2024** for talks in March, April, May

### Day, Date, and Time:

AAUW Program Topic (Committee) :

Title of this Program:

Speaker’s Name and Title

Speaker’s Email:

Speaker’s Contact #:

Speaker’s Web site (if applicable)

Speaker agreed to Zoom presentation if needed.

Program Description: Description should be approximately 50-60 words. Refer to previous bulletins for examples. Describe presentation topic. Arouse interest and curiosity!

Presenter Name:( Your Name)

Your Phone:

Your E-mail:

**Send a copy to**: Your Topic Chair

**Email preferred**

**KEEP A COPY FOR YOURSELF**

THREE WEEKS PRIOR TO YOUR SESSION,

DO A QUICK CHECK-IN WITH YOUR SPEAKER.

HERE IS A **SAMPLE** OF AN EMAIL YOU MIGHT SEND

Dear (Speaker Name):

I look forward to seeing you Monday at AAUW (MVUUF).  I am just checking to see if you might have any last minute questions and if you do, please let me know and I will do my best to answer you.  
When you arrive, just ask for me and I will come directly to greet you.

Some quick reminders,

1) The address for the AAUW Minneapolis Branch is 2115 Stevens Avenue, Minneapolis, Minnesota 55404. 2) You are speaking at (time) and we ask that you be there 15 minutes before so we can take care of any tech needs.

3) My phone number is ( ).

4) After my introduction, you will have up to 45 minutes for your presentation followed by a 15 minute Q&A.

5) And please remember, if you are doing a power point presentation, bring it to the Gale on a flash drive. You will need to use our computers.

6) Park in the semi-circle driveway to the mansion on 2nd Ave. We just ask that you pull forward so that others can park behind you.

You are not required to wear a mask.

As a reminder, I am also attaching a Release Form. We record our sessions and make them accessible only to our members who may have been unable to attend for the day. We password protect access to these recordings. Please read through this. We will ask you to sign a copy of this form when you come to the Gale if you allow us to record you. If you are presenting by zoom, please fill out and return.

If you are showing a power point, please remember to **bring a copy of it on a flash drive**.

We are look forward to your presentation.

Sincerely,

Tips for the Day of the talk

1. If you requested the honorarium for your speaker earlier, go upstairs to the AAUW office to get the check to give to your speaker.
2. Pay for your lunch and check in with Susie Erickson at end of hall if your speaker is coming to lunch.
3. Meet your speaker at the front door
4. Introduce your speaker to the tech team and have your speaker sign the Request to Record paper if they have not done so. Take the signed form up to the office. If you need a form, the tech committee has a copy for your speaker to sign.
5. Have your speaker be on stage before you introduce her or him.
6. Remind your speaker that their talk is for 45 minutes and that you will give them a 5 minute warning at 40 minutes.
7. Remind your speaker that there will be 15 minutes of Q & A at the end and that you will carry the microphone and choose the questioner.
8. Start on time.
9. Request that cell phones be turned off.

For 9:30am presenter only – Plan to read the Recognition of Dakota Land

1. **Keep your introduction short. – 2 min max**
2. Give speaker the 5 minute courtesy warning after 40 minutes of talking.
3. When the speaker’s presentation reaches 45 minutes, stand up and get the mike
4. Thank the speaker and then turn to the audience and request that if they have a question that they stand if they are able, state their name and then ask their question.
5. During Q and A, when you hand the mike to someone in the audience, look around to choose who will be next and, while the speaker is answering the question, give the mike to the next member.
6. End on time and don’t forget to THANK THE SPEAKER
7. **WRITE A THANK YOU NOTE** *(cards available in office)***!**

**Requisition Form for Honorarium AAUW Minneapolis Branch**

### Date:

Check payable to:

For:

Amount: $

Will pick up check on:

Or mail check to speaker at:

Specific Committee:

Requested by:

Approved by Office Administrator

This form is to be filled out and presented to the office (preferably by email) for check to run three weeks prior to speaker’s engagement date.

To return this request, email AAUW (Sharon Rauenhorst – secretary) at [office@aauwmpls.org](mailto:office@aauwmpls.org)

If necessary, you may use standard mail, or drop off at the second floor office.

Thank you!

**SNOW DAY PROCEDURE**

Because we can now zoom from home, the plan is that speakers will appear on zoom instead of coming to the Gale.

1. The AAUW President will make a determination as whether or not we will meet by 8pm Sunday night

2. The President will then contact the 3 presenters (the members who engaged the speaker and are introducing the speaker) and the tech members on duty for that Monday. You will be given the names of the tech people on duty.

3. Check your email or call 612-870-1661 for a recorded message.

4. DON’T FORGET – the zoom link for your speaker. Copy the link from the Friday zoom link email. The link is just the date. Paste it into an email to your speaker and hope for the best! 😊

4. The 3 presenters will then each:

a. Contact their respective speaker and let them know of the change.

Ask if they can zoom from home.

b. Tell the speaker you will email the zoom link to them and then do it immediately.

c. If they have any tech questions, they can contact one of the tech persons. Check with Nan Beman to find out who the tech people on duty are

d. Ask the speaker to log onto zoom 15 minutes before they are scheduled to speak so we can make sure all the technology is working correctly.