

Program Presenter’s Packet 2025 - 2026

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 you and your speaker.

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

Jan Mosman

Program Vice President

Contents

[Presenter’s Job Overview 3](#_Toc197892637)

[Checklist & Timeline 4](#_Toc197892638)

[Initial Contact with Speaker 5](#_Toc197892639)

[What Information to Send to Your Speaker 7](#_Toc197892640)

[Sample Confirmation Letter 8](#_Toc197892641)

[Information Letter for Speakers 9](#_Toc197892642)

[Tech Information for Speaker 10](#_Toc197892643)

[Permission to Record Form Information 11](#_Toc197892644)

[Release Form – Speaker License and Release Agreement 12](#_Toc197892645)

[Location and Directions 14](#_Toc197892646)

[Bulletin Copy Form Information 15](#_Toc197892647)

[Bulletin Copy Form 16](#_Toc197892648)

[Check-in: 3 Weeks Prior to your Speaker 17](#_Toc197892649)

[Lunch Procedure 18](#_Toc197892650)

[Tips for Presentation Day 19](#_Toc197892651)

[Request for Honorarium 20](#_Toc197892652)

[Snow Day Procedure 21](#_Toc197892653)

# Presenter’s Job Overview

* Familiarize yourself with the timeline.
* Contact your speaker as soon as possible.
	+ Even if they are speaking in May.
* Send your speaker the confirmation letter as soon as they agree to speak.
	+ Include the information letter
	+ Include the tech information letter.
* Using your information letter, fill out the bulletin copy form and forward a copy to your chairperson by the deadline provided by them.
* Check in with your speaker 3 weeks before their session.
	+ Apply for the honorarium at this time.
* Meet and greet your speaker on the day of.
	+ Give them the honorarium.
* Write a thank you letter after the session.

# Checklist & Timeline

Initial Contact with Prospective Speaker

* Call or email prospective speaker.
* If your speaker agrees, send a confirmation letter or email immediately.
* Note deadline for bulletin notice. Prepare accordingly.

Three weeks prior to the program

* Submit application for honorarium.
* Notify Susie Erickson whether your speaker will be attending lunch. Include if your speaker has dietary constraints.
	+ Call (612) 866-5720 or email serick1218@gmail.com.
* Prepare your introduction. (2 minutes maximum.)
* Make lunch reservations for you and your speaker. This is the same reservations site that is in the weekly newsletter.
	+ Ensure your speaker knows their lunch is provided free of charge
	+ Any guests the speaker brings will not be seated at the President’s Table and will have to pay the lunch fee.
* Contact your speaker to confirm details.
	+ Determine if they have time constraints.
	+ Highlight the date, location, and parking information.
	+ Reconfirm if they will have lunch at the Gale.

Day of the program

* Check email & voicemail for any last-minute changes. Bring your speaker’s contact information to the Gale.
* Check in with the Guest Hostess before 9:30.
* Check in for lunch.
* Pick up honorarium in office. (Not needed for elected officials.)
* Meet your speaker at the front door then proceed to President’s Hall.
* Introduce your speaker to the tech team.
* Ensure speaker has signed release form & deliver to the office.
* Introduce your speaker to the audience. (2 minutes maximum.)
* Give your speaker a 5-minute warning before question time.
* Monitor Q&A time. Thank the speaker when Q&A is over.
* Present honorarium packet to speaker.
* Write a thank you letter. (Cards are available in the office.)

# Initial Contact with Speaker

Information to include with phone call or email.

* Give your name and contact information.
* You are a member of the 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 about their topic.
	+ Include date, time, and location.
		- Gale Mansion, 2115 Stevens Ave, Minneapolis, MN 55404.
	+ Virtually on Zoom is also an option.
* Make sure you have clearly told them what you want them to speak about.
* The talk is for 45 minutes with a Q&A session for 15 minutes.
* Offer $200 honorarium. (Elected officials may not receive this)
* They are welcome to stay or come early for luncheon if they are speaking in person.
* The speaker may bring guests, but guests’ lunches will not be included.

Sample Script

Dear [speaker name].

My name is [your name]. I’m contacting you on behalf of the American Association of University Women, Minneapolis Branch, to invite you to speak to us on Monday, [date] at [time]. The topic we would like you to speak about is [topic name]. We hope you can attend in person, but, if necessary, we can arrange a remote presentation on Zoom.

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

As part of our commitment to lifelong learning, we meet every Monday to hear experts speak on a wide variety of subjects. Our [committee name] committee has identified you as a highly knowledgeable speaker on the topic of [topic name] and we hope you will come to speak to us about it. We ask you to speak for 45 minutes and answer questions for an additional 15 minutes.

The meeting location is the Gale Mansion at 2115 Stevens Ave, Minneapolis, MN 55404. It is directly across the park in front of the Minneapolis Institute of Art.

We are able to provide you with an honorarium of $200. This is not a measure of your expertise but rather of our gratitude. If your schedule permits, we also invite you to join our branch’s president and others for lunch at the President’s Table. Please note that your lunch will be fully compensated but any guests that you bring, which we hope you do, will have to pay for their lunch. Lunches are $25. Guests will be seated with our members in the dining area.

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,

[your name]

[your phone number]

[your email address]

# What Information to Send to Your Speaker

As soon as your speaker agrees to present. Send the following documents to them.

* The confirmation letter.
* The information form for the speaker to fill out.
	+ Save a copy of the filled-out form.

You will use the filled-out information form to write up your bulletin form.

* The tech information form.
* The recording release form.
	+ Save a copy of the filled-out form.

For speakers coming to the Gale, the release form doesn’t need to be signed until the day of the presentation. If they do sign it in advance, forward the signed copy to office@aauwminneapolis.org or print and deliver to the office.

For speakers on Zoom, the speaker needs to sign the release form in advance and return it by email to you. Forward the signed copy to office@aauwminneapolis.org or print and deliver to the office.

* The location of the Gale & directions.

# Sample Confirmation Letter

*If sending by email, Subject line: “AAUW Speaking Engagement on [date]”.*

Thank you for agreeing to speak to the AAUW Minneapolis members on Monday, [date] at [time] about [topic].

We meet at the Gale Mansion at 2115 Stevens Ave, Minneapolis, MN 55404. Again, we ask that you talk for 45 minutes, followed by 15 minutes for questions. The audience is approximately 80-100 members both in person and online.

Again, we can offer you an honorarium of $200. In addition, we invite you to join us for lunch at the President’s Table on the day of your presentation if your schedule permits. Feel free to bring guests with you, but please note that they will need to pay for lunch and will be sitting with members of our branch. We can confirm lunch details closer to the date of your presentation.

We will also have two other speakers the day you present, and I invite you to come/stay to hear them. I will let you know who the other speakers are then the information become available. You are also invited to listen to those speakers on Zoom. I will be glad to provide you with the link if you 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 your information that I will need for our bulletin to write up. I would appreciate it if you would fill it out and return it to me as soon as you are able.

I will be your contact person from AAUW Minneapolis. You may reach me at [phone number] or [email address]. In case of emergency, the AAUW Minneapolis office phone number is (612) 870-1661.

I will wait for your completed information form.

We look forward to hearing you present.

Thank you,

[your name]

# Information Letter for Speakers

American Association of University Women

2115 Stevens Avenue South

Minneapolis, MN 55404

You are scheduled to speak at AAUW on Monday, [date] at [time].

To write up your presentation for our bulletin, please complete this questionnaire and return by email to [your name] at [email address] by [date several weeks ahead of your bulletin copy due date].

Your name, title, and pronouns:

Your email address:

Your phone number (in case of emergency such as snow cancellation):

Please include a preferred introduction:

Title of Presentation:

Brief Description of Presentation:

Location Intent

[ ] I plan to present at the Gale, but can present on Zoom if necessary.

[ ] I plan to present via Zoom

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

Thank you.

[your name, committee name, email address, phone number, address]

# Tech Information for Speaker

The following equipment is available for your use.

* Podium with microphone. We also have a lavalier upon request.
* AAUW MacBook Pro with PowerPoint
* Projector Screen for use with our MacBook Pro

PowerPoint / Video Presentation Requirements

* As soon as you arrive, your contact will introduce you to our tech members on duty.
* **Bring a backup flash drive with your presentation.**
	+ If you are presenting remotely, please email a copy of the presentation to aauwminneapolis@gmail.org. We will be able to screen share in case of technical issues.
* **Use of the PowerPoint format is required**
	+ File types: .pptx, .ppsx, or .ppt.
	+ [How to convert Google Slides to PowerPoint](https://www.adobe.com/acrobat/hub/convert-google-slides-to-ppt.html#:~:text=Export%20PPT%20file%20to%20convert%20Google%20Slides%20to%20PowerPoint.&text=Follow%20these%20steps%3A,the%20list%20of%20file%20types.)
	+ [How to convert Keynote to PowerPoint](https://support.apple.com/guide/keynote/export-to-powerpoint-or-another-file-format-tana0d19882a/mac)
* You will be using our podium computer while presenting. Ensure that your speaker notes are included in the PowerPoint file you share with us.
* 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, your contact person needs to know. They will communicate your plans to us ahead of time.
* If you have a video in your presentation, it needs to be inserted into your PowerPoint. **LINKS TO VIDEOS WILL NOT BE PLAYED**.
	+ [How to insert a video into PowerPoint.](https://support.microsoft.com/en-us/office/insert-a-video-from-youtube-or-another-site-8340ec69-4cee-4fe1-ab96-4849154bc6db)

You will be asked by your AAUW Minneapolis contact person if you are willing to sign the release form to permit the recording of your presentation for the members on Zoom. At your request, we will not record your presentation, however, we will livestream it to our members at home.

# Permission to Record Form Information

The permission to record form is on the next page. It must be sent to all speakers ahead of time to review.

Those who choose to allow recordings **must** sign the release form.

In person Speaker

* Your speaker must sign the release form before they start and return it to you.
* You must deliver it to the office by the end of the day of their presentation.

Zoom Speaker

* Your speaker must sign the release form before they start and return it to you.
* You must forward the signed release form to office@aauwminneapolis.org before the end of the day of their presentation.

# Release Form – Speaker License and Release Agreement

**AAUW Minneapolis Branch - Speaker License and Release Agreement**

This License and Release Agreement (“Agreement”) is entered into by and between the Speaker identified below (“Speaker”) and the AAUW Minneapolis Branch (“AAUW”).

**1. Grant of License**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Speaker grants AAUW a non-exclusive, royalty-free, worldwide license to record, use, reproduce, display, publish, and distribute Speaker’s presentation, including any supplemental materials provided by Speaker (collectively, the “Presentation”), in whole or in part, in any and all media formats now known or later developed, including but not limited to video, audio, and digital slides.

**2. Use and Distribution**

Speaker authorizes AAUW to make the Presentation accessible to its members and their invitees through electronic distribution, including via a link in AAUW’s member newsletter. Speaker also grants AAUW the right to use Speaker’s name, likeness, and any image or photograph of Speaker provided by Speaker or taken in connection with the Presentation (the “Likeness”) for promotional, advertising, publicity, or publication purposes, in print or electronic form.

**3. Duration of Use**

The Presentation and Likeness may be stored, accessed, and used by AAUW for a period of up to two (2) years from the date of the Presentation, or for such longer or shorter period as determined by AAUW in its sole discretion.

**4. Compensation**

Speaker understands and agrees that they will not receive any compensation for the use of the Presentation or Likeness beyond any standard honorarium customarily provided by AAUW to eligible speakers. This Agreement does not obligate AAUW to publish, distribute, or use the Presentation or Likeness.

**5. Rights and Warranties**

Speaker represents and warrants that:

* They are over twenty-one (21) years of age and have full authority to enter into this Agreement.
* They are the sole author or have obtained all necessary permissions to use any third-party materials included in the Presentation.
* The Presentation does not infringe upon any copyright, trademark, or other intellectual property rights of any third party.

**6. Release of Claims**

Speaker hereby releases, waives, and discharges AAUW from any and all claims, demands, and causes of action arising out of or related to the use of the Presentation or Likeness as described in this Agreement.

**7. Entire Agreement**

This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof and supersedes all prior communications or agreements, whether written or oral. Any modification must be made in writing and signed by both parties.

Date of Presentation:

Title of Presentation:

Print Name:

Address, City, State:

Signature:

Date Signed:

If you are presenting via Zoom: Please complete the information below and return this signed Agreement to your designated AAUW contact.

If you are presenting in person at the Gale Mansion: You may review this Agreement now; a copy will be provided to you for signature at the event.

# Location and Directions

The Gale Mansion, home of the Minneapolis Branch of AAUW, is located at 2115 Stevens Ave, Minneapolis, MN 55404. It is 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 Art. Stevens Ave is a one-way headed north between 22nd street and Franklin Ave. Free on-street parking is available. AAUW Speakers may park in the semi-circle driveway.

**From 35W North**

* Follow signs for **11th Ave** exit.
* Turn **left** onto 11th Ave; proceed two blocks to Franklin Ave.
* Turn **right** onto Franklin Ave; proceed to 3rd Ave.
* Turn **left** onto 3rd Ave; proceed to 22nd St.
* Turn **right** onto 22nd St; go two blocks to Stevens Ave.
* Turn **right** onto Stevens Ave.

**From I-94 North**

* Take the **Lyndale Ave** exit.
* Proceed **south** on Lyndale for several blocks to Franklin Ave.
* Turn **left** onto Franklin Ave; proceed to First Ave.
* Turn **right** onto First Ave; go one block to 22nd St.
* Turn **left** onto 22nd St; go one block to Stevens Ave.
* Turn **left** onto Stevens Ave.

**From I-94 East (St. Paul)**

* Take the **11th Street** exit.
* Proceed on 11th St to LaSalle.
* Turn **left** onto LaSalle; proceed to 22nd St.
* Turn **left** onto 22nd St; continue to Stevens Ave.
* Turn **left** onto Stevens Ave.

**From I-394 West**

* Take the **Dunwoody/Hennepin** exit.
* Turn **right** onto Lyndale Ave.
* Proceed **south** on Lyndale for several blocks to Franklin Ave.
* Turn **left** onto Franklin Ave; proceed to First Ave.
* Turn **right** onto First Ave; go one block to 22nd St.
* Turn **left** onto 22nd St; go one block to Stevens Ave.
* Turn **left** onto Stevens Ave.

**From 35W South**

* Take the **31st St/Lake St** exit.
* Proceed to Lake St and turn **left**.
* Go two blocks to 1st Ave and turn **right**.
* Proceed to 22nd St and turn **right**.
* Go one block to Stevens Ave and turn **left**.

# Bulletin Copy Form Information

Use the form on the next page to turn in your bulletin write up about your speaker and topic. Save a copy for yourself. Once you fill this in, send a copy of it to those listed below before the deadline set by your committee chair.

In order:

1. You fill in the bulletin copy form.
2. Send the bulletin copy form to your committee chair by the date required.
3. The chair looks over your copy and makes sure you fill in all the information.
	* If your summary is not between 50-60 words, your chair will return it to you to rewrite.
4. The chair sends the complete bulletin copy form to the Program Chair
5. The Program Chair checks again for errors
6. When complete, the program chair sends it to the bulletin editor.

# Bulletin Copy Form

Fill out this form. Then, copy it and return it to those listed below by these deadline dates.

* June 24th, 2025, for talks in September, October, November, and December
* November 1st, 2025, for talks in January, February, March, April, May

Chairs, send the final copy to the program chair by July 1st or November 4th respectively.

Presentation Date and Time:

AAUW Program Committee:

Title of Program:

Speaker’s Name, Title, and Pronouns:

Speaker’s Email Address:

Speaker’s Phone Number:

Speaker’s Web Site (if applicable):

Will this be a Zoom Presentation? YES NO

Has the Speaker agreed to do a Zoom Presentation if needed? YES NO

Program Description: Description should be 50-60 words. Refer to previous bulletins for examples. Introduce presentation topic and arouse interest and curiosity.

Your Name:

Your Phone Number:

Your Email Address:

Email a copy of this document to your topic chair by the date they ask for.

# Check-in: 3 Weeks Prior to your Speaker

Three weeks prior to your session, do a quick check-in with your speaker. Here is a sample email.

Dear [speaker name],

I look forward to seeing you on Monday, [date] at AAUW Minneapolis. I am checking in to see if you have any remaining questions. Please let me know and I will do my best to answer.

When you arrive, if I am not at the door, please ask for me and I will come directly to greet you.

A few quick reminders:

* The address for AAUW Minneapolis is 2115 Stevens Ave, Minneapolis, MN 55404.
* You are speaking at [time]. Please arrive 15 minutes early so we can take care of any setup.
* My phone number is [your phone number].
* After my introduction, you will have 45 minutes for your presentation followed by a 15-minute question and answer session.
* If you have a PowerPoint presentation, please bring a backup on a flash drive.
* Our members leave the Gale Mansion’s semi-circle driveway open for speakers. Please pull all the way forward so other speakers can park behind you.
* Please have a look at the release form. I have attached a copy of it to this email. We record our sessions to make them accessible to our members who may have been unable to attend for the day. On the day of the presentation, we will ask you to sign a copy of the form if you allow us to record you. If you are presenting via Zoom, please fill out the form and return it to me.
* Please let me know if you are planning on joining us for lunch and if you are planning on bringing any guests. I need to make reservations for you and your guests. Please remember that you will not need to pay for lunch but any guests you bring will have to. Lunches are $25. You will be asked to sit at the President’s Table, but your guests will be seated with other AAUW members.

We are looking forward to your presentation.

Sincerely,

[your name]

# Lunch Procedure

* Make a lunch reservation for you, your speaker, and their guests.
* AAUW will pay for your speaker(s). Any guests that the speaker brings will have to pay for themselves.
	+ You are not responsible for buying lunch for the speaker’s guests.
* You and your speaker will sit at the President’s Table. The speaker’s guests will sit with other members in the regular dining areas.
* If your speaker has guests, find at least one or two members of your committee to accompany them at lunch.
	+ You may want to reserve a table in the Founder’s Room for your speaker’s guests and the members accompanying them.
* On the day of, before 9:30, check in for lunch, your speaker’s lunch, and any guests.
	+ Also check in with those taking care of the President’s Table to ensure they know your speaker is planning on having lunch with us.

# Tips for Presentation Day

1. If you requested the honorarium for your speaker, go upstairs to the AAUW office to get your check to give to the speaker.
2. Pay for your lunch and check in with Susie Erickson at the end of hall to confirm that your speaker is coming to lunch.
3. Meet your speaker at the front door.
4. Introduce the speaker to the tech team.
5. Have your speaker sign the release form if they have not done so already.
6. Take the signed form up to the office.
7. Have your speaker on stage while you introduce them.
8. Remind your speaker that their talk is for 45 minutes and that you will give them a 5-minute warning.
9. Remind your speaker that there will be a 15 minute question session at the end of the presentation. You will carry around the handheld microphone and choose the questioner.
10. Start on time.
11. Remind members to silence their devices.
12. Keep your introduction to two minutes maximum.
13. Give the speaker a 5-minute warning after 40 minutes of talking.
14. When the speaker’s presentation reaches 45 minutes, stand up and get the microphone.
15. Thank the speaker and turn to the audience. Request that questioners stand, state their name, and then ask their question.
16. After 15 minutes, end on time and thank the speaker.
17. Write a thank you letter. Cards are available in the office.

# Request for Honorarium

Please note that if your speaker is on Zoom, you will need to pick up the check from the office and mail or deliver it to your speaker.

Date: Name:

Check Payable to:

Amount: $200 For: Speaking at AAUW Will pick up check on:

Committee:

Approved by Office Administrator

If your speaker is on Zoom, pick up the honorarium check and mail or deliver it to your speaker.

This form is to be filled out and emailed to the secretary 3 weeks prior to your speaker’s presentation.

To submit this form, email it to office@aauwminneapolis.org.

If necessary, you may drop it off at the second-floor office.

# Snow Day Procedure

If the AAUW President has determined we will not meet in person by 8pm on Sunday night, your speaker is expected to appear on Zoom instead of coming to the Gale Mansion.

**Timeline**

1. The AAUW President decides as to whether we will meet by 8pm on Sunday night.
2. The President will contact the three presenters, the members acting as contact for the speaker, and the tech committee members on duty for Monday.
3. The President makes the announcement to the rest of the membership.

Please check your email the night before your presenter is to speak.

Ensure that your speaker has the Zoom link. You can find it in the Friday Zoom email link. Please forward it to your presenter.

If a snow day is called, you must:

* Contact your speaker and ensure they know of the change.
* Ensure they can present from home.
* Forward or email the Zoom link to your speaker.
* If they have any tech questions, direct them to the on-duty tech members.
* Ask the speaker to log onto Zoom 15 minutes before they are scheduled to speak.
	+ This will give the tech team ample time to ensure that everything is working.