Information Letter for Speakers

American Association of University Women (AAUW)

The Gale Mansion, 2115 Stevens Avenue South

Minneapolis, MN 55404

Speakers may park in the front circle drive on Stevens Ave.

Ramp entrances are on north and south corners of the building

You are scheduled to speak at AAUW on Monday, [date] at [time]. Your talk will be about 45 minutes, with 15 minutes for questions. AAUW offers a $200 honorarium to speakers.

To write up your presentation for our semi-annual bulletin, please complete this questionnaire and return to [AAUW member’s name] at [email address] by [date, several weeks ahead of the 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

You are invited to sit at the President’s Table for lunch; please confirm if you will be there. Your guest(s) are also welcome to stay, though they will need to pay for lunch ($20) and will sit with members in one of the dining rooms.

In case of an AAUW cancellation such as for a major weather event, I will contact you when the decision is made, usually the day before the meeting. Zoom presentations will be done instead.

I will send other forms, as needed.

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

Thank you.

(AAUW host’s name, committee name, email address, phone number, address)

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.