

NOTES FOR SPEAKERS

We are delighted you are considering giving a talk to our u3a.

To help things go smoothly we have prepared this short guidance note outlining our payments policies and describing our audio and video capability.

PAYMENTS POLICY

On receipt of an invoice or a Payment Request from the Events Coordinators we will pay speakers for their talks OR we will pay travel expenses. We will not do both.

In line with u3a guidelines we do not expect to pay speakers who are u3a members but on completion of an expenses form we will pay reasonable travel expenses.

As a charity ourselves we cannot make donations to other charities, but we will pay travel expenses.

AUDIO & VIDEO

We have a data projector with HDMI input, a screen and Linux laptop which you are free to use for your talks.

Please let us know if your presentation requires audio.

If you are bringing your presentation on a USB stick, please ensure it has been scanned and is free of malware.

Our laptop runs Linux. The presentation program, Impress, is generally compatible with straightforward PowerPoint presentations but if you are using some of the more modern features you may want to bring your own laptop to ensure your presentation is delivered correctly.

Audio and video equipment is generally very reliable, so we do not have backup equipment. In the unlikely event that our equipment fails we are sorry that you may need to give your talk without it.

We strongly suggest you arrive at least 20 minutes before the start of the meeting to ensure we have sufficient setup time available before your talk starts.

If you have any questions, please get in touch.

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