

News updates – 18th June 2021

*Network News is for u3a committee members – please pass relevant details to your membership when appropriate.*

## Colour-coded Headings – Reminder

Topic headings are colour- and symbol-coded as follows:



For Committee



Send to Members



Diary Dates



Peer Support Group meeting for newsletter compilers/editors

Thursday 24th June 2021 starting at 7:00pm – **REMINDER – Last Chance**

There is still time for any newsletter editors/compilers/contributors to register for the first meeting of this potential group. Amongst the topics we will be discussing will be:

- Purpose of Newsletters
- Layout, structure and size
- Frequency – is small and often better?
- Sharing information with websites and social media, and other u3as
- Access to free fonts, clipart, copyright free picture libraries
- Any topics raised by those attending

This first meeting will only last about 1 hour but it's hoped it will become a regular or occasional event to help support those who pass vital information to your members and keep those lines of communication open. Those interested should send an email to: [coordinator@landru3a.org.uk](mailto:coordinator@landru3a.org.uk).



## Meetings & Presentations



We often take it for granted that those who stand up in front of members and host meetings and/or give presentations, know exactly what they should and shouldn't do. Whilst most of it is common sense, it's worth having a reminder from time to time about simple ways of improving techniques.

Some u3as will shortly be hoping to return to face-to-face meetings and because of changes in posts from AGMs, members moving and new members joining, some will be taking the lead for the first time – with all it will certainly be the first time for quite a while.

The enclosed "Protocols for Ensuring Accessibility in Meetings and Presentations" lists 5 straightforward points that should be considered before any re-start or addressing meetings for the first time. For most it will just be a mind-jogger, for others it could make that first move more confident.

Most of the information has come from National Office, but the last 2 sentences of item 5 have been added locally simply because, in the lead-up to u3aday, we've seen some excellent and some poor uses of PowerPoint. Whilst the narrative had been good the accompanying slides totally distracted from the good points being made.

## External Funding Workshop



Joining u3a is all about having FUN. But sometimes there are some barriers that have to be overcome first and at this time, many u3as have concerns about their finances. After the last year, and at a time of possibly falling membership, many could do with an injection of additional funds. So this workshop feels very opportune as it covers how to gain access to external funding and from someone who's been there, done it and got the funding! It's about adding some DING to the FUN!

The workshop will be run by Funding Champion Frank Heinrich-Tiller of Sutton Bridge u3a, who will give a Funding Ready presentation (via Zoom) at 14:00 on Friday 2nd July. Frank will give some pointers and tips how you might go about applying for Grant Funding.

Frank recently gave a very well-received presentation to the South Lincs. Network and is now happy to offer it to the whole of the East Midlands region. He has considerable experience and success at raising grant funding and how best to go about this process. Frank is also offering to support u3as through the process after the workshop.

It is recommended that all u3a's have someone who is willing to undertake the role of Funding Officer to join the Zoom presentation.

It also has the effect of raising the profile of the u3a movement with other bodies.

Topic: Jean Hogg's Zoom Meeting – External Funding Workshop

Time: Jul 2, 2021, 2:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/81616731196?pwd=ei9kUW83S01Kb29VUnowU3dQVDFTUT09>

Meeting ID: 816 1673 1196

Passcode: Q&\*H5x

## Catch-up Time!

There have been quite a number of seminars, workshops and tutorials available recently both on a national and regional basis, some of which you may have missed. Some of these are available to view on YouTube. Here are a couple of examples of ones you may want to catch up with:

Using Zoom for Large Meetings and AGMs – This focuses on how to set-up and use Zoom for monthly meetings and AGMs, although the principles also apply to most smaller meetings. Go to: [Using video conferencing to run AGMs and large meetings – YouTube](#)

Alternative Ways of Meeting – if, for example, your regular meeting room doesn't have WiFi, do watch this video as it suggests ways to overcome this issue as well as details of the tech you would need. Go to: [Alternative Ways of Meeting – Hybrid and Other Options – YouTube](#).

## Additional Online Training Opportunities

There are tutorials available including one on “How to Zoom on a Tablet (iPad or Android)”. These are on 28th June (3 places remaining as at 18th June) and also on 5th July (14 places remaining). Go to: [u3a – Zoom Tutorials](#) to book.

There are also 7 different learning events available through National Office covering topics ranging from Cricket to Cryptic Crosswords, Japan to Philosophers and more. For more details go to: [u3a – Online Events](#).

Barclays Digital Eagles provide a range of tutorials about how to use and get the most out of technology. This is a free educational platform where you can select the sessions ranging from very basic to the more advanced based on your personal requirements. To find out more go to: [u3a – Barclays Digital Eagles](#). The next range of courses start next Tuesday, 22nd June and are available on Zoom.

## Next Network News

All being well the next edition of *Network News* will be around 7th July.

*PDFs included with this Network News are:  
Protocols for Ensuring Accessibility in Meetings and Presentations*



u3a

## Protocols for ensuring accessibility in meetings and presentations

### 1. *Speak so you can be heard and understood*

Do your best to speak with sufficient clarity and volume. Keep your face visible so listeners can use lip shape and facial expressions to help them follow what is said. For online events use the speaker spotlight setting so anyone speaking will become visible to the audience, make sure speakers can be seen on the screen clearly, avoid distracting backgrounds.

### 2. *Make use of equipment*

Use microphones and loop systems for in-person activities. For online video platforms use Live Transcription which will provide captions automatically for participants. This can be disabled for those who do not require it or find it distracting, it is advisable to allow a few minutes at the start of your presentation to explain this to participants. The other feature that will assist members with hearing loss is the speaker spotlight which when set will provide a full screen view of the speaker.

### 3. *Think about the setting or venue*

Consider background noises, lighting or poor acoustics in venues when meeting in person. For on-line platforms make sure everyone is on mute (where appropriate) once the discussion/presentation commences. Use plain backgrounds and good lighting on speakers faces so lip movements can be observed by those with hearing loss.

### 4. *Set the ground rules*

If taking questions or comments from participants or where multiple speakers are involved ensure a clear process is explained at the start and followed for raising questions or speaking in turn. In many ways online platforms are easier than in-person situations for ensuring only one person speaks at a time. Agree in advance someone to monitor chat and 'raised hand' to alert presenter at appropriate times. Using chat to display and take questions is useful for everybody, alternatively consider placing Q&As in a document on screenshare (for better visibility).

### 5. *Ensure visuals and written materials are accessible*

Using recommended font, font size, amount of text, colour, brightness and contrast on each slide<sup>1</sup>. Provide hard or digital copies of handouts for members who notify you in advance of sight or hearing loss and on request<sup>2</sup>. Organisers of virtual events need to remind their speakers to talk through their slides and PowerPoints providing an oral explanation of the content for any participants with sight loss. Always remember that slides should list key points and should not be a full word-for-word copy of your narrative. Slides should always be clear, straightforward and uncluttered.

#### Notes

<sup>1</sup>See <https://www.u3a.org.uk/advice/diversity-and-inclusion/1029-readability>.

<sup>2</sup>See <https://www.u3a.org.uk/advice/diversity-and-inclusion/811-notes-for-speakers>.