

Monthly Meeting Speaker Policy

RATIONALE

This Policy is written to address the quality, content and timing of talks given at the Group Monthly Meetings.

OBJECTIVES

1. The purpose of monthly meetings is to further the engagement, interest and enlightenment of members.
2. The range of topics should be as wide as possible to cover the range of interests of members.
3. Religious and political topics should be addressed only from an academic, non-party political, non-sectarian point of view.

POLICY

1. The group does not provide a platform for organisations, or members of organisations, where the primary aim of the talk is to promote the organisation itself.
2. An individual belonging to an organisation may provide a talk about their personal experiences and history, so long as that is deemed of interest to members and does not contravene the other guidance in this policy.
3. Where speakers attend on behalf of a charity or require their fee to be donated to a charity, method of payment/donation must be agreed beforehand with the Treasurer.
4. Where possible, speakers should come with a recommendation from another U3A or from a reputable organisation or individual.
5. Speakers should, where possible, have experience of public speaking and, where appropriate, use Audio Visual (AV) equipment to capture the interest of the audience.
6. The Speaker Secretary, or a nominated Executive Committee Member, should attend the annual Hampshire South Central Network Speakers Forum.
7. Topics, speakers and costs should be approved by the Executive Committee before bookings are confirmed.
8. Speakers are to be advised their talk should be approx. 45-60 mins duration plus any questions. Speakers should finish their talk and any answered questions by 3.15pm at the latest so the church can be cleared by 3.30pm.
9. Speakers are to be advised meetings are held on the 1st Thursday of the month, and start at 2pm. The talk will be preceded by any group business and will start by 2:15pm latest.
10. Speakers should be informed of the camera placement and to reduce movement to a minimum, so members will get a better view of the speaker and any artefacts they wish to show the audience.
11. Speakers will normally be booked at least 6 months in advance, when arrangements over payment, travel expenses, Audio Visual (AV) equipment and other requirements will be made.
12. Directions and Venue details are detailed in Appendix B.
13. When all details have been agreed a speaker booking form will be sent (see Appendix A).
14. When the Speaker Programme has been approved by the Executive Committee the Newsletter Editor and Webmaster are to be informed giving the date of the talk, the speaker's name, title of talk and a short synopsis of the content.

15. The Treasurer should be notified at least one week in advance of the expected cost of the speaker (including mileage) to ensure correct payment for the speaker is available.
16. A reminder of the booking will be sent at least one month in advance of the agreed date and final arrangements confirmed one week beforehand.
17. The Speaker Secretary should meet and greet the Speaker when he/she arrives at the meeting and advise them that their talk should finish by 3.15pm
18. After the event a letter, or email, of thanks is to be sent to the guest speaker.

MONITORING

The implementation of this Policy will be monitored by the Executive Committee.

DATES

This Policy was originally adopted by the Committee on 20 Oct 2016

Last Review: Oct 2019.

Next Review: Oct 2020

APPENDIX A

Date:

Dear

Thank you for agreeing to give a talk to the above group. I would like to confirm the following:

1. Date of talk:
2. Time: 2pm for 2:15pm start
3. Venue: Holy Rood Church Centre, Gosport Rd,
Stubbington Fareham PO14 2AS
4. Speaker
5. Talk Title:
6. Equipment
Required
7. Duration of talk Approx. 45-60 mins and **must** be finished by 3.15pm.
8. Fee:
9. You give us permission to use any photographs supplied to publicise your talk on our website
and newsletter.

If you require any further information please do not hesitate to contact me.

Yours sincerely

Contact Name: _____ (Speaker Secretary)

Tel no: _____ Mobile _____

Email: stubbingtonu3a.speakersecretary@gmail.com

I accept these terms. (Speaker to acknowledge and return to E Mail above)

Sign _____ (Speaker)

Registered Charity No. 1172173

APPENDIX B

Directions

Holy Rood Church is situated on the Gosport Road, just off the Red Lion Roundabout in the centre of Stubbington. The main entrance is at the back of the church, on the left hand side. The Speaker Secretary to liaise with the Speaker and advise the most convenient place to park.



Venue Details

- 1 The venue has an Audio Visual (AV) system which includes a Public Address (PA), using a hand held, or lapel type, microphone, and six (6) monitor displays, consisting of two (2) 40" monitors positioned at the front and four (4) 28" monitors, attached to the pillars, further back (see photographs below).
- 2 A laptop computer can be connected to the AV system via a VGA connector.
- 3 If the speaker wishes to use their own laptop, which doesn't have a VGA output socket, a HDMI to VGA adaptor is available.
- 4 The following photograph shows the church layout:

