

## **GUIDELINES for REAP SPEAKERS (Updated August 2018)**

### **PRESENTATION:**

Each member will research a topic and make a presentation to the group approximately once every 18 months to two years. (Speech mentors are available on request).

### **TOPIC:**

Although the general subject area may be familiar to you, the talk itself should represent information that is generally new to you. Any questions regarding choice of subject should be directed to the Program Chair.

The following topics are not acceptable: book reviews, travelogues, religious or political subjects. Historical and cultural topics that touch on religion or politics are acceptable. Check with the program chair if there is a question.

The title of your talk, including explanatory subtitles, are to be submitted to the Program Chair and will be listed in the monthly Calendar, the **REAP** Talks page of **REAP's** website, and listed in the annual **REAPorter**.

### **TIMING:** (These are approximate times)

At 10:15 each Wednesday, after the business meeting, the speaker may be introduced by someone of his or her own choosing who will give a brief bio of the speaker. The lecture should last until about 11:45, with a break from 11 to 11:15. Allow for a question and answer period from 11:45 to noon.

### **EQUIPMENT:**

- 1) A lectern and microphone are provided.
- 2) You are encouraged to illustrate your talk using PowerPoint or an equivalent program. **REAP** has a computer projector and a laptop computer. Help is available from the Audio/Visual Committee in preparing your PowerPoint slides on the computer. You should contact the Audio/Visual Chair at least one month in advance if you wish to request assistance.
- 3) For those preparing their PowerPoint slides themselves, give your finished presentation to the Audio/Visual Chair at least two weeks before your talk so that it can be loaded onto the **REAP** laptop computer and checked to ensure that it is OK. Bring the presentation on a portable flash drive and give it to the Chair at the start of a regular Wednesday meeting. In addition, bring a back up the day of your presentation.
- 4) Video capability is also available, but its use should be limited to no more than 10 minutes to serve as an illustration of your talk rather than as a substitute for it. Video clips should be compatible with the Windows Media Player. Your video clip should be given to the Audio/Visual Chair at least two weeks before your talk to make sure it can be displayed from the **REAP** computer.
- 5) If you do not plan on using PowerPoint, let the Audio/Visual Committee know a week ahead so that they do not set up the computer and projector on the day of your talk.

### **PREPARING YOUR TALK:**

Preparing a talk always takes far longer than you anticipate. Start early!

- Research - collect material which may relate to the topic.
- Organize around key concepts or ideas.
- Build your story in a logical sequence.
- If you are making a series of points, organize them from the most to the least important. The less important points can be skipped if you run short of time.

### **Hints for Effective Presentation:**

- Make a list of key words/concepts for each slide – make a note in your notes when you need to move to the next slide
- Don't attempt to memorize your text; use your key ideas to guide your talk.
- Don't read your slides out loud – use your slides to show key words only.
- Generally, state your main thesis (the key take-away) up front.
- Conclusion – prepare your summary statement. What do you hope your audience will remember.

### **PROCEDURE ON DAY OF PRESENTATION:**

There will be help to assist you in presentation set up. After you have been introduced, tell the audience what your talk is about, what you plan to cover, and why you chose the subject. You can decide if you want to accept questions during your presentation or request that the audience wait until the Q&A period after the talk.

### **WORKSHOP OPPORTUNITIES:**

For our many new members, as well as for the rest of us desirous of brushing up on presentation skills, the Board is planning a series of brief workshops on improving our presentations. More information will be available at upcoming meetings.

### **AFTER THE TALK:**

Following the presentation of the talk, the speaker prepares a summary of the talk and forwards it to the Editor and Assistant Editor of the REAPorter for inclusion in the next issue of the magazine. The summary should be no longer than four sentences, be written in past tense, and be sent within two weeks of the talk.