

# Guidelines for REAP Lecturers (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 and for which you have to do research. Check the Talks section of the REAP website ([www.reaptalk.org](http://www.reaptalk.org)) to be sure there is no overlap with topics that have been presented in previous years. 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 included in the monthly calendar, listed on the REAP Talks page of REAP's website, and listed in the annual REAPorter. If you want some comments about your talk to be included in This Week at REAP, send them to the editor of This Week at REAP about two weeks before the date of the presentation. Check the REAP website to make sure that the date and title of your talk are correct. Contact the chair with any changes.

**SIGNING UP:** Presentation schedules are set many months in advance and you will need to sign up many months in advance. Don't wait until you are "ready." Rather, having a date set will present you with a deadline to be ready. If you are unable to present your talk on the scheduled date, the Program Chair must be notified as far in advance as possible so that a substitute can be found.

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

At 10:15 each Wednesday, after the business meeting, the speaker may be introduced by him or herself or someone of his or her own choosing. This introduction should be a very brief biography. 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 must contact members of the Audio/Visual Committee 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 memory device such as a flash drive or CD 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.
- 5) 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.
- 6) 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: (See Speaker Checklist for a more detailed set of suggestions.)**

**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 setting up. Following your brief biographical introduction, 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, a series of brief workshops on improving our presentations will be scheduled throughout the year. Once scheduled, the dates will be announced.

### **AFTER THE TALK:**

Within two weeks of your presentation, you should prepare a summary and forward it to the editor and assistant editor of the REAPorter for inclusion in the next issue. The summary should be no longer than seventy-five words and written in past tense.