

Portland Maine Permaculture Meetup Group

Guest Speaker Guidelines

First of all, thank you so much for agreeing to speak to our group!

Here are some helpful tips (**gleaned from member feedback of past events**) for an effective and successful presentation. You may already be aware of all of these ideas but it never hurts to pass on what we're hearing from our members!

1. Sometimes we use a space that is a bit narrower than it is wide and it helps to really **project your voice**. If you speak softly, let me know so that I can arrange a microphone for you!
2. If you have an electronic presentation (such as a slideshow or a powerpoint file) please bring that either on your **laptop or on a CD or a USB Key**. In fact, *always bring a copy* of your presentation on a CD or USB Key in the event of a laptop deciding to die at an inopportune moment (we've had that happen!). **Please arrive about a half hour early** so we can help set up the electronics and test. Back up equipment will be on-site in case of a failure as well.
3. During Q&A please **repeat the questions** before answering them so we all know what has been asked.
4. Please **reserve the last 15 minutes** or so for questions.
5. We have found **handouts** to be really helpful. If you would like to provide handouts, please email them to Lisa in advance and she is happy to print them for you!
6. If you are coming from far away and need **lodging**, one of our nearby members would be happy to host you. Please give me a couple of weeks notice.
7. We generally stay away from specific references to religion and politics.
8. It probably goes without saying but if you are able to introduce your topic and what you expect to cover and end with a summary of what you, in fact, covered ... we would be exceedingly grateful for your oratory skills☺
9. We generally have a **potluck supper** starting at 6:30pm. There's no need to bring any food as we always have plenty. But please do bring your own potluck kit (plate/bowl/utensils/cup) so that we can share the bounty!
10. If you're running late, please call Lisa on her mobile phone (number is below).

Please contact Lisa with any other questions that you may have. Thanks Again.