

Guidelines for a Speaker Presenting to the RMA

(1/28/2020)

Overview

Thank you for agreeing to speak to the Greenwich Retired Men's Association of Greenwich (RMA). Your talk will be of interest to our members and to the general public who are invited to attend as well. The audience includes influential and well-informed individuals and those with more modest background and less familiarity with the topic. Plan to talk for about 40 minutes leaving the remainder of the hour for Q&A. It is our experience that the Q&A session of 20 minutes is usually lively and often enlightening to our audience and useful to you in evaluating the effectiveness of your talk. You can learn more about the RMA by visiting our website at www.greenwichrma.org and reviewing our list of past speakers and by watching a video of a past talk.

The size of the audience is usually between 120-150, and sometimes approaches or exceeds 200. Reporters from the local print media are often present.

You should plan to arrive at 10:30 am on the Wednesday morning of your talk at the First Presbyterian Church of Greenwich in Greenwich, CT. Your talk will begin at 11:00 am and conclude promptly at noon.

As your presenter I will work closely with you at each stage leading up to the talk, introduce you just before you speak, and arrange an informal luncheon with you as our guest after the talk if your schedule permits. You may contact me at any time with concerns or questions.

Publicity

With your assistance we will create a one-page publicity flyer that is distributed to our members, others in the community, and to the local press. I will work with you to ensure that it accurately summarizes the talk and provides brief biographical information about you.

If you would like us to email it to a special audience (e.g., an organization, alumni in the region, or specific individuals) we would be glad to send the flyer to the email addresses you provide. You can also send your flyer to such a group yourself. We will consider any request you might make to sell books you have authored or to distribute literature that is related to the topic of your talk.

Radio Interview

The RMA has arranged for a five-minute interview with a local radio station every Monday morning. We encourage you to participate by calling the station a few minutes before the interview is scheduled to begin. The interview highlights your upcoming talk on the following Wednesday and provides additional publicity. I will send you details the week before the talk.

Audio/Visual Requirements

One of our A/V team members will be in contact with you to discuss the details of your audio/visual requirements, e.g., will you be projecting slides or a film clip? We provide a projector and a personal computer, or you may bring a laptop and we will interface it to the projector. The large meeting room and the need to project on a wall impose restrictions on the design of slides so that they are easily read from all points in the room, e.g., large type size, no small hard-to-read detail on graphs.

Video Recording

If you permit us to videotape your presentation, we require your signature on a standard video release which enables rebroadcast on local cable TV. We also post your recorded talk to our on-line Vimeo collection together with over 350 past talks. These have open access to anyone. You will be able to link to or download the video and may find it useful in publicizing your work or your proficiency as a speaker. If you decline to be recorded, we still welcome your presentation.

Day of the Talk

I will send you detailed instructions, well in advance of your presentation, with directions to the First Presbyterian Church of Greenwich where we meet. I will greet you when you arrive, see that our RMA A/V team equips you appropriately for sound, that the projection works if you are using visual media, obtain your signature on the video release, and introduce you before the talk. I will have arranged the luncheon if you can join us.