

## GPMGA Speakers Bureau - Guidelines for Speakers

Last updated on 11/18/19

### Preparation for the presentation

- The SB manager will notify the speaker of a request for a program.
- The speaker will follow up by communicating with the contact person to arrange the details: time, place, etc.
- The speaker will notify the Speakers Bureau manager when the presentation is set to go.
- GPMGA has a laptop computer and projector available for use by presenters. These will be stored at the Powhatan Extension Office.

### The Presentation

- Each of us will have our own unique style. (Please advise the Speakers Bureau committee of any items of advice that should be included here.)
- Recommendation: Unless you will be using all your own equipment, it may be best to stick with Powerpoint for your presentation software. Other programs offer various graphic advantages, but they don't always work on other equipment. All systems seem to have Powerpoint.
- Recommendation: Make Powerpoint slides heavy on graphics (and photos) and limited on words
- Be sure to introduce yourself at the beginning, if the host does not adequately do so.
- Include the following information in your presentation either in a Powerpoint slide, on the handout, or in a distinctive oral presentation:
  - *Your name*
  - VCE Master Gardener Volunteer
  - Goochland-Powhatan Master Gardeners Association
  - [www.gpmga.org](http://www.gpmga.org)
  - Include our logo when possible:



- *Your contact information, e.g. email address, for follow-up questions*
  - Announcement of any upcoming GPMGA event open to the public
- A model Powerpoint slide with this information is included in the Speakers Bureau section of the members only GPMGA Webpage.
- Let your audience know whether you prefer questions along the way or at the end.
  - Enjoy your own presentation!
  - Remind the host to complete the evaluations and return them in the provided envelop.
  - Count the attendees and observe basic demographics for reporting to VMA.
  - Distribute logo pens.

### Handouts

- This statements must go on any print materials, e.g. handouts (VCE requirement):

Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Edwin J. Jones, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg, VA 24061, United States; M. Ray McKinnie, Administrator, 1890 Extension Program, Virginia State University, Petersburg, VA, United States.

- Most speakers prefer to have at least one page to hand out so participants can take notes and have something to take home.
- Extension Office staff, Allison or Shannon, can make handout copies for you with advanced notice. Be sure to plan ahead.

### **Compensation for the Presenter**

- We are Master Gardener Volunteers, and, as volunteers, we do not accept a stipend/fee for the presentation.
- If the organization wishes to compensate you, you should direct them to make a contribution to the educational mission of GPMGA (They may want you to deliver money to the organization for them.)
- If the presentation is a distance from your residence, you and the organization may agree on compensation for your mileage.

### **Follow-up after the presentation**

- Be sure to log your volunteer hours into VMS .
- Report the demographic information in two places:
  - Bottom of the page when you log your volunteer hours into VMS
  - To the Speakers Bureau manager when you let her know the service has been completed
- Return any borrowed equipment.
- If the sponsoring organization hands you a donation, please pass it to the GPMGA treasurer and let the speakers bureau manager know. Current treasure and SB manager are listed below.

### **Evaluations**

- Presenters have no responsibility for evaluations except to remind the host to complete the process. (Evaluation forms will be sent by mail to the host and returned by her/him to the Extension Office by mail.)
- The Extension Office will collect and assimilate the evaluation information. Individual information will be shared with the respective presenters.

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NOTE: There will be a Speakers Bureau Forum once a year for current speakers to share ideas with each other and to bring in potential new speakers.  
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Current Speakers Bureau Manager: Audrey Hirsch  
Current GPMGA Treasurer: Anne Marie Frank