

RVML.org Presenter Information Document (Tuesday Evening Series) **What Does RVML Expect of Me?**

Important Publicity Note!

At least 90 days prior to your presentation, please submit all the necessary publicity data, including your complete contact information, using the electronic form on the <http://www.RVML.org> website (preferred) or by contacting RVML's Event Coordinator (send an email to events@RVML.org if you need more details).

Hardcopy calendars and event posters are printed twice monthly on approximately the 1st and 15th of each month. Missing these deadlines may result in up to two weeks' lost publicity.

Please submit the following information for use on RVML's online web calendar and event publicity:

Date & Time

Photo or Graphic (JPEG format, headshot preferred)

Title (Approx 50 characters max.). Because the hard-copy calendar only contains the title and time information, it is important that the title be instantly identifiable with the subject matter.

Descriptive Subtitle What is the subject of your presentation in 10 words or less? (optional)

Description of the presentation (2-5 paragraphs) *

Biography (1-3 paragraphs) *

• **Contact / Privacy Information** (Unless specifically requested, only the Presenter's website information will be displayed on RVML's web calendar for follow-up inquiries)

Website (optional but highly recommended)

Email address (optional but highly recommended)

Phone number with area code (required)

Mailing address (required)

- **40-word description** to be used on other web calendars, etc. (optional but recommended)

*Note: The RVML web-calendar text limit is 1000 words, but the poster text is limited to approximately 400 words maximum. *RVML reserves the right to edit promotional text for length constraints.*

Day of Event

Presenters should arrive 45 minutes before the event to allow time for videotaping a pre-event promo for their work and RVML. OK to use the parking lot on the east side of the building. If your presentation includes complex set-up (i.e. audio-visual, room arrangement, etc.) please arrive earlier. The Library is open at 2:00pm and you are welcome to arrive earlier if you like. RVML strives to deliver quality presentations. Therefore, please make any audiovisual or other facility requests as early as possible to eliminate last minute problems.

Tuesday Evening Lecture Series Event Agenda

2:00PM Library opens

6:00 Chairs and A/V set

6:15 Presenter arrives (or earlier if there are any special AV needs)

6:20 Pre-event promo videotaping (10 minutes)

7:00 Announcements, introduction of Presenter by RVML Host

8:00 - Break (camera person will display 10, 5 and 0 minute cards before 8PM and 9PM)

8:10 Presentation resumes (or Q&A period begins)

8:45 Q&A period begins (if applicable)

9:00 Presentation concludes promptly

9:30 Room cleared

Inform the audience at the beginning of the presentation when their questions are preferred (during the

presentation or at the conclusion).

A 10 minute break is necessary to accommodate the A/V requirements and the comfort of the audience.

Allow 15 minutes minimum for questions and answers (Q&A), either following the break or towards the conclusion.

Conclude promptly at 9:00pm. Follow-up conversations and/or book signings are permitted following the presentation until the staff departs at 9:30.

Create an environment that is open, tolerant, friendly, welcoming and safe, especially with regard to audience involvement.

Required

Being fully prepared to give an excellent presentation

- Allowing time during the presentation for audience questions

Encouraged

Including humor, as appropriate

Providing contact information for follow-up inquiries

- Creating and distributing handouts with supplementary information.

Permitted

Asking for volunteers from the audience

Holding a moment of silence (not “meditating”)

- Making modest reference to merchandise/services for sale

Discouraged (unless directly-related to presentation topic)

Breaking the audience into groups or dyads

Displaying statues, deities, crystals, or religious iconography

Audience singing/chanting

- Audience praying/meditating

Prohibited

Burning of candles, incense, tobacco, sage etc.

Alcoholic beverages

Intolerance/censoring/ of differing viewpoints expressed

Profanity/obscenity or unnecessarily offensive language

Demonstrations of medical procedures

Overtly sales-oriented, content-poor presentations

Important Notes 1) Presenters are permitted to promote their products and services within their presentations. However, audiences will not appreciate being “baited” with incomplete information, enticing them to attend follow-up workshops or to purchase books, etc. 2) Presenters are encouraged to provide handouts with supplementary information (e.g., outline, bibliography, suggested reading, etc.). 30-50 8.5” x 11” sheets are suggested. RVML will reimburse Presenters up to \$20 for duplication costs if necessary.

What Can I Expect from RVML?

Publicity (current details available upon request)

RVML’s web-calendar description

Email reminder sent to RVML’s weekly mailing list

RVML-created posters on Rogue Valley community bulletin boards

Newspaper and community web calendar listings (various)

RVML’s hard-copy calendar (published bi-monthly)

Publicity beyond the above is the responsibility of the Presenter. Additional promotional and production services are available. Call RVML’s Scheduling Coordinator for more information (541) 552-9119.

Services, Staff and Equipment

RVML will provide all of the necessary equipment and personnel to promote, record, produce and distribute the Presentation for the public to borrow and/or purchase.

Service

- Basic publicity (See appendix for details)
- Table(s) for displaying Presenter's merchandise (*Presenters provide their own assistants.*)
- VHS and audiocassette recording of the presentation (by special arrangement)
- Edited DVD master of the presentation (within two weeks)
- Event listing archived on RVML's web calendar (contact information, etc.)
- Video recording of the presentation included in the library (at the discretion of RVML)

Staffing

- Host (Emcee)
- Hospitality Coordinator
- Camera operator
- Producer / Switcher

Audio Visual Equipment

- Ceiling-mounted video projector with a 96" screen
- Overhead projector (for projecting 8.5 x 11" transparencies)
- 35mm carousel slide projector
- TV screen displaying Presenter's image to the rear portion of the audience (optional)
- Lavalier or Handheld microphone
- 4-speaker public address system
- VHS, DVD and CD playback
- Multimedia presentation equipment, etc.

RVML's Presentation Facilities

The Art Gallery/ presentation area is a 17x65 (950 sq. ft.) carpeted art gallery with an eight-foot ceiling. Note: RVML shares this space with Nuwandart Gallery. Reasonable accommodations are made to rearrange the artwork during the Tuesday Lecture Series events.

Bathrooms and a simple "green room" (preparation room) are available

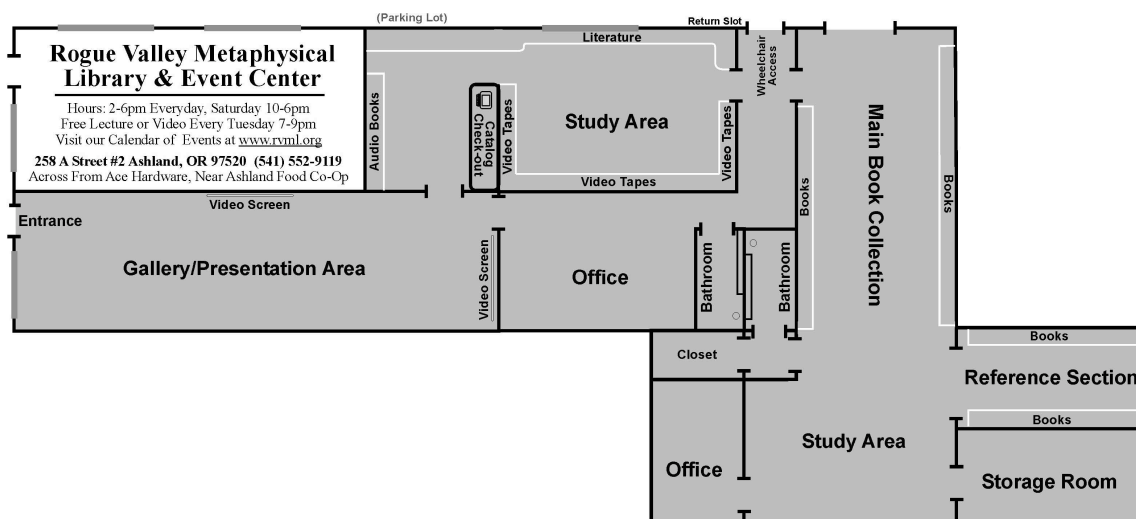
Hot and cold bottled drinking-water dispenser

The Ashland Food Co-Op Natural Grocery and Deli is located one block away.

- 85 folding chairs are arranged in either of two configurations:

Presentation style: 12 rows of seven chairs facing the projection screen

Lecture style: 2-3 long rows of 30-40 chairs in crescent shape (by special request if screen not used)



Following Your Presentation:

RVML will keep your event calendar listing archived on RVML's on-line calendar (contact information, etc.).

IF YOUR PRESENTATION IS SELECTED for production, (subject to various considerations) the following four items may apply:

- 1) Within approx. four weeks following the presentation, RVML will provide the Presenter with a DVD master of their presentation suitable for copying, with permission to edit, duplicate, sell, distribute, broadcast, etc.
- 2) RVML will keep at least two copies of the DVD of your presentation in the collection (at the discretion of RVML's Library Manager).
- 3) RVML may (at the discretion of RVML) sell DVDs, audiocassettes, videotapes and electronic (web) video and/or audio streaming/downloads of Presenter's presentations for a nominal cost. (See Presenter Release Form)
- 4) Presenters may purchase RVML-produced A/V recordings of their presentation at wholesale pricing (minimum quantity applies).