

# University of Victoria Retirees Association (UVRA)

## ELDER ACADEMY GUIDELINES for SPEAKERS (2021)

**While COVID-19 restrictions are in effect, please refer to a separate document:**

**“Protocols and procedures for UVRA Elder Academy presentations using Zoom”**

**The purpose of the UVRA Elder Academy:** is to provide life-long learning opportunities to enhance intellectual stimulation, health and general well-being for life-long learners.

**Format of series:** The Elder Academy offers short lecture series of 3 to 9 presentations on specific topics to allow some in-depth understanding on issues relevant to life-long learners. The series are open to the general public and not restricted to UVic retirees. Lectures normally take place on Saturday mornings (10am – noon) in one of the UVic lecture theatres, although other venues and days are sometimes used.

**Remuneration:** The cost of the series to the participants is nominal so we are unable to pay presenters. Reasonable travel costs will be covered with prior approval. As a small token of appreciation presenters are given a \$50 gift card.

**Pre-presentation requirements:** Presenters are requested to submit the title and brief description of their presentation and a short biography reflecting their expertise on the topic **six weeks** prior to the presentation date. This information should be sent to the series coordinator and is used in the promotion and registration of the series.

**Presentation considerations: (see Zoom Protocols & Procedures)**

Presentations are normally two hours, with a break part way through and include time for Q and A. The format and content of the presentation is at the discretion of the presenter. However, presenters are discouraged from political campaigning and fundraising as well as promoting or marketing business or professional services.

Tiered lecture theatres with fixed seating are usually booked for the presentations and are equipped with all necessary audio-visual needs. However, access to internet or other special A-V needs should be identified and set up ahead of time.

Presenters are asked to arrive 30 minutes prior to the presentation to ensure all technical support is working. Help in setting up is available.

Portable microphones are available and should be used.

It is possible to use your own laptop or use a flash drive and one of the installed computers. If using your own laptop, please be aware that connections to the projectors are by either VGA or HDMI. Should your laptop be an Apple/McIntosh laptop, please ensure you have an appropriate adaptor to allow connectivity with the projectors. To avoid potential incompatibility, it would be wise to copy your Powerpoint presentation to a flash drive.

Once your audio-visual preparations are in place and your presentation is opened to the first slide, would you kindly insert ahead of you first slide (title slide) and display the disclaimer information provided in the Appendix below. The statement will be available for registrants to read as they arrive for the meeting.

Handouts can be circulated by placing them on tables before or after the presentation.

There is an opportunity to make your presentation available to registrants. Please advise the coordinator if you are agreeable. With your permission, slide presentations will be made available at:


<https://www.uvic.ca/retirees/events/elder-academy/index.php>

In addition, and again with your permission, presentations may be recorded and made available to registrants for 6 weeks on a private YouTube link.

**We look forward to your presentation and thank you very much in advance for sharing your knowledge and expertise with our community.**

**Appendix: Disclaimer slide to be displayed at the start of the presentation.**

## DISCLAIMER



The views and opinions expressed in this presentation are those of the presenter, and do not represent official policy positions, or views of the University of Victoria or the University of Victoria Retirees Association.