

# University of the Third Age, Cygnet

---

## Information for talks presenters

If you need more information on anything covered here, please get in touch with your U3A contact person, or email to [secretary@u3acygnet.org.au](mailto:secretary@u3acygnet.org.au).

### Location

Most of our talks are at the Christian Life Centre in Cygnet (see <https://u3acygnet.org.au/> for addresses and link to Google Maps). It's a large rectangular hall which we can (mostly) darken for screen presentations. There is a separate kitchen, and off street parking accessible from the long term carport at the rear of the building – drive downhill just past the Life Centre, turn left at the sign to the long term car park. Several good cafés nearby.

If your talk is at one of our other venues, and you need any of the equipment listed below, please contact your U3A contact person, or email to [secretary@u3acygnet.org.au](mailto:secretary@u3acygnet.org.au) as early as possible.

### A typical session

A typical session runs for up to two hours (some less, it's up to you), with a fifteen minute break in the middle for a cup of tea and a biscuit. The structure is up to you – some presenters talk for an hour, with questions and discussion for shorter or longer periods afterwards. Others are happy to take questions during their talk, and to spread things out for two hours. Please say which you prefer when you start your talk. Popular sessions have audiences of 25 or so, while more specialized talks may attract seven or eight. We're pretty informal, relaxed and friendly.

### Presentation equipment

#### *Computers*

We have windows 10 laptops with the latest Microsoft office including PowerPoint and Microsoft Photos. Other software includes a PDF reader, Chrome browser and the VLC media player. The laptops have several USB ports (compatible with USB1, 2 and 3), headphone, HDMI and VGA sockets, and an internal or external CD/DVD recorder/player.

#### *Data projector, screen and pointer*

The laptops connect to data projectors which take HDMI or VGA inputs. If you have a Mac without HDMI we have adapters for DisplayPort and USB-C (Thunderbolt) to HDMI. To go with the projectors we have two metre screens and laser pointers.

#### *Sound system*

We have stereo sound systems which takes USB or CDs and also connect to the laptops via a 3.5mm headphone cable to play DVDs or run videos off the laptop.

### *Internet*

Our venues don't have internet but we can tether laptops with wifi to someone's phone.

### *Presenter's microphone*

At the Life Centre we have a wireless microphone and PA speaker, which we ask you to use as several of our members have hearing challenges not met with hearing aids.

### *Other equipment*

We have a freestanding 600 mm x 900 mm whiteboard, a 600 x 400 mm corkboard, and several tables which we can use for anything you want to put on display.

## **What we need from you**

### *Equipment*

If you will be using your own equipment, or will be using our laptop but bringing USB sticks, CDs or DVDs, please check with us well before your talk, and please arrive at least thirty minutes early so we can set up and test things.

### *Information about your talk*

We publish details of your talk in our term program. Your U3A contact person will tell you the publication deadlines. We need an interesting, attention-grabbing subject line, and three or four lines summarizing your talk. We can always help with the words. You can see examples in the Smorgasbord section of our current program at <https://u3acygnet.org.au/program/>. If appropriate, please say whether your talk focuses on specific aspects of a topic (eg scientific versus social or political). Try to explain why you think this topic is interesting!

### *Information about you*

We begin each talk with a brief introduction about you, so please send this in before your talk, or print it and bring it with you on the day. Our audience are always interested in your background, any connections you might have with Cygnet, the Huon Valley or Tasmania, and what qualifies you to give this talk. Three or four lines is usually enough, for example:

*Mary has lived in Tasmania for five years, and is a migrant from Perth. She has no formal qualifications in botany, but has a life-long interest which she has followed up with trips to South America and the Carribean, and she's developed an extensive library, some of which she's brought along today.*

*Fred moved from Sydney to Dover a couple of years ago. He has a degree in history, and as part of these formal studies he became interested in the history of astronomy. He's now the proud owner of a small telescope, a member of our local astronomical society, and subscribes to every source of reputable, scientific information he can find on the internet.*

If you need more information on anything covered here, please get in touch with your U3A contact person, or email to [secretary@u3acygnet.org.au](mailto:secretary@u3acygnet.org.au).