

### Information for Smorgasbord talks presenters

We are always happy to help develop your talk, with advice on style, content and technology. If you need advice, or more information on anything covered here, or information about our other venues, please get in touch with your U3A contact person, or email to [secretary@u3acygnet.au](mailto:secretary@u3acygnet.au).

### Location

Most of our talks are at the Enjoy.Church (formerly Christian Life Centre) in Cygnet ([link to Google Maps](#) where it's called Huon Valley Christian Centre). It's a large rectangular hall which we can darken for screen presentations. There is a separate kitchen, and off street parking accessible from the long term car park at the rear of the building – drive downhill just past the church, turn left at the sign to the long term car park. There are several good cafés nearby.



### A typical session

We're pretty informal, relaxed and friendly. A typical Smorgasbord session runs from 10am to 12.15 pm, with a thirty minute break in the middle for a cup of tea and a biscuit (yours is free). If we finish early, we finish early.

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 and a quarter hours. Please say which you prefer when you start your talk.

Popular sessions have audiences of 25 or more, while more specialized talks may attract seven or eight.

## Presentation equipment

### *Computers*

We have a Windows 10 laptop with the latest Microsoft 365 Office suite including PowerPoint and Microsoft Photos. Other software includes a PDF reader, Chrome and Edge browsers, and the VLC media player.

The laptop has USB ports (compatible with USB1, 2 and 3, and we have an adapter for USB-C), headphone, HDMI and VGA sockets, and an internal CD/DVD recorder/player.

### *Data projector, screen and pointer*

The laptop connects to a data projector which take HDMI or VGA inputs. If you have a Mac without HDMI we have adapters for DisplayPort and USB-C (Thunderbolt) to HDMI. We also have a two metre screen, and a laser pointer.

### *Sound system*

We have a stereo sound system which plays USBs or CDs. This can be used on its own, and can also connect to the laptop via a 3.5mm headphone cable to play CDs or DVDs, or videos showing on the screen.

### *Internet*

The church does not have Internet, but we can tether laptops with wifi to someone's phone.

**For preference, please link videos and pictures in your presentation to actual files stored in the same folder on your laptop or USB stick as your presentation,** this is faster and more reliable than linking to files on the Internet.

If you need more advice on this, ask your U3A contact person, or email to [secretary@u3acygnet.au](mailto:secretary@u3acygnet.au).

### *Presenter's microphone*

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

**Please avoid wearing jewelry and scarves or other loose clothing, especially synthetics, which may interfere with the microphone.**

### *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 (80 words) 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.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 members 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 recently. During his formal studies in history he became interested in the history of astronomy. He's now the proud owner of a small telescope, joined our local astronomical society, and subscribes to every source of reputable, scientific information he can find on the internet.*

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