

# **Coconino Master Gardener Association (CMGA)**

## **Speaker Information for Monthly Meetings**

Thank you for agreeing to be a speaker at the CMGA monthly meeting. The meetings are on the 2<sup>nd</sup> Thursday of each month, at Shepherd of the Hills Lutheran Church (1601 N. San Francisco Street), and begin at 6:30pm. Our President opens with a few announcements and then your talk will begin. We have you scheduled for:

\_\_\_\_\_ to speak on: \_\_\_\_\_.

Our audience size varies from 10 – 60 participants depending on the topic and weather. They are master gardeners, gardening enthusiasts, and visitors just interested in the topic.

After your talk we break for refreshments, followed by a business meeting. You are welcome to stay for one or both.

### **Topic/Background Publicity**

We want to publicize you and your presentation on our blog and in the newspaper calendar. Please provide a short synopsis of your background, and a brief paragraph or outline of your presentation. This can be done by e-mail or mail. This will help to increase attendance, as well as participation.

### **Length of your Talk**

Time allotted for your talk is 1 hour. That allows for about 45 minutes for the talk and 15 minutes for questions, which are often abundant.

### **Handouts**

Handouts are helpful, particularly if they are resources for the audience to learn more after the talk. We will make copies in advance if provided one week prior to your talk. Handouts are limited to 2 pages (2 sided). Other options are to post handouts on the blog after the meeting, if there are too many.

### **Audio Visual Accompaniments**

Let us know if and what type of equipment you will need. We are happy to provide AV equipment or help you setup your own. Availability includes most AV equipment used in presentations today (PowerPoint) and basics such as an easel for writing.

Thank you again for agreeing to participate. If you need any further assistance please contact the Education Chair.

Loni Shapiro

Education Committee Chair

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