

OUTLINE TO COMPLETE WRITTEN DESCRIPTION
of
ALL's COMMITTEE PROCEDURES

COMMITTEE: LECTURES

PURPOSE OF COMMITTEE:

To provide two intellectually stimulating lectures each month for members of ALL, planned on a six-month basis. Note that the committee does not plan lectures for either June or December. There is one lecture in June, in conjunction with the annual Week of Learning, and is arranged by that committee. December has just one meeting, an annual holiday gala.

GOALS, AND STEPS TO ACCOMPLISH THE GOALS:

As indicated above, ten lectures are arranged for each six month block - - July through November and January through May. The completed schedules are usually distributed to members at the Annual Meeting in June and at the Holiday Gala in December.

Lectures are usually held on the first and third Mondays of the month, at 2:00 PM until about 3:30 PM in the Cinema of the UW-Parkside Student Center.

Lecture dates for each schedule are planned to accommodate UW-Parkside class schedules and holidays. The proposed dates are cleared with the ALL President and then with the appropriate party in the Student Center, to be sure the Cinema will be available. Confirmation of dates is received in writing.

ALL pays \$75 for each date the Cinema is used; this fee includes the services of a student assistant who helps speakers set up the AV equipment, handles the sound system, and controls the lighting in the Cinema. The Lecture Committee's budget incorporates these fees.

Planning for the block begins several months in advance, when committee members meet to discuss ideas for potential programs and to determine the time frame, beginning with the date the schedule must be sent to the printers and working back to establish dead lines for each step of the process.

Program ideas come from ALL members not on the committee, media articles, committee members' desire to learn about a subject, and persons who offer to present a lecture for us. As ALL has become well established, the offers have come more often.

After topics and potential speakers have been selected, committee members opt to take responsibility for one or more lectures. A worksheet (see attached) is available to help remind committee members of all the steps to be followed until the lecture has been presented and a "Thank You" letter has been sent to the speaker.

When speakers have been identified, the responsible member proceeds to contact the person to determine his/her interest and willingness to present, with the understanding that ALL does not pay anything other than mileage when that is requested.

Research and ingenuity are required when a speaker has not been identified. Sometimes the search is not successful and we then select a new topic and speaker.

When a person has agreed to present a lecture and the date agreed upon, two documents are sent to the presenter (see attached copies). A "Cover Letter" confirms in writing the plans and explains when and where the lecture is to be held. A "Speaker Information" form provides space for the speaker to give a title and a brief synopsis of the presentation and also provide some personal information. This form also serves as written confirmation of the speaker's agreement to present a lecture on a specific date and includes space for each speaker to indicate whether s/he agrees to have the presentation recorded. The information provided is used to publicize the lecture to ALL members and to the local media. (Getting this information returned by the speaker is often the most problematic issue.)

These two documents are usually sent electronically and are in an appropriate format to allow the speakers to complete the forms and forward them online.

Once all Speaker Information forms have been received, the Committee Chair or a designee types the material in an established format, submits a draft to committee members for review, and then sends the approved schedule electronically to the ALL office manager. The manager, in turn, forwards the schedule to the print shop and arranges for its distribution.

The Chair also sends to the Office Manager a list of speakers' names and mailing addresses in order that maps of Parkside and a parking permit are mailed to each speaker shortly before his/her presentation.

Before the presentation, the responsible committee member touches base with the speaker to confirm plans for the date and to answer any questions.

On the day of the presentation, that committee member arranges to meet the speaker and accompany him/her to the Cinema where the student will assist the speaker in setting up whatever equipment the speaker will be using. The committee member then introduces the speaker and, the lecture, and then takes a hand-held microphone to audience members who wish to comment or ask questions.

After the Q/A is finished the committee member presents the speaker with our ALL pen, as a token of appreciation. The final step is to send a personalized "Thank You" letter to the speaker.

DISTRIBUTION OF COMMITTEE'S PRODUCTION:

The printed schedules are distributed to ALL members and to appropriate UW-Parkside personnel. Members of the Publicity Committee submit information about the lectures to local media.

An ALL member, currently also a member of this committee, video records most lectures, with written permission of speakers and prepares DVD's, which are maintained in a library for review by ALL members. A copy is usually given to speakers.

EQUIPMENT, SUPPLIES:

- Printed copies of the lecture schedules, for distribution.
- AV equipment in the Cinema.
- ALL ballpoint pens for speakers; stored in ALL's office supply room.

ATTACHMENTS:

- ALL Lecture Requirement/Worksheet
- Cover Letter
- Guest Speaker Information