

GCWC Program Committee - Coordinator Role

After the September/October program planning committee meeting -

- Contact your assigned potential speaker and inquire of their interest and availability to serve as a presenter for GCWC. If potential speaker is interested, confirm that they can commit to the date identified in the planning meeting. (If date doesn't work, but speaker is interested, contact program chair to see about switching speaker dates).
- If all is a go, confirm speaker availability and date with president and program chair.
 - Speakers present for 45 minutes + 15 minutes for Q&A
 - Honorarium of \$300 is for speaker (note- this fee must cover any special equipment or room reservations costs should there be any)

2-3 months prior to your program date – obtain speaker bio, photo, and synopsis of their presentation. Provide this information to the Secretary (Jennifer Reed jennereed61@gmail.com or Julie Sandberg juliesandberg@comcast.net) for the evite. Use this information to draft your introductory remarks for the meeting.

At least 1 month prior to your program date -

- *Most speakers will be presenting at BASE (unless an alternative has been arranged), determine any equipment needs for presentation (laptop, sound, or other needs) Madeline Feher (406-993-2112 , madeleine@bscomt.org) is our BASE contact for arrangements related to AV. **Program Coordinators are responsible for arranging for AV with BASE.** (PPT Projection, Microphones, tables or podium, etc.)*
- It is ideal if the presenter has a laptop and a clicker of their own to bring.
- Tips
 - If the speaker has their presentation or slides on a flash drive (thumb drive, data stick, etc.), be sure to use a PC that has been tested with the projector being used.
 - If your speaker is local and available, TEST EQUIPMENT ahead of time. Ask speaker to arrive no later than 12:45.

At least 2 weeks prior to your program date -

- Contact the speaker a couple weeks ahead of the program
 - For one last check-in and reminder. If the speaker is unable to present, contact the program committee chair AS SOON AS POSSIBLE.
 - For interesting facts for your introduction.
 - To ask the speaker who the honorarium check should be written to.
 - Provide out of town speakers with BASE address and any guidance with directions. 285 Simkins Dr. Big Sky, Montana 59716 - Ph: [\(406\) 993-2112](tel:4069932112)
- Prepare an introduction for the speaker/s using biographical info from the speaker and/or check the internet for background info and interesting facts. Practice the introduction.

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- If you will need to test equipment on the date of the meeting, make arrangements with your speaker to arrive at the meeting site early ((BEFORE the 1:00 meeting start time) to test.
- The honorarium is \$300. Request and obtain the check from the GCWC Treasurer (Ann Scheder-Bieschin ann.scheder@me.com) or the President (Amy Wisniewski awisniewski@eou.edu). The honorarium check should be written either to the speaker or the institution the speaker represents. In the past, some speakers donate to a local non-profit. Please ask speaker if the donation should be announced to members.
- Write a thank-you note.

On the date of your program

- If not already done, TEST EQUIPMENT before the 1:00 meeting start time.
- During networking time at the meeting, introduce the speaker to the president, and other board members and make him/her feel at home.
- At the beginning of the program, introduce the speaker to the audience using your prepared introduction.
- Watch the time, and if necessary, let the presenter know when to wrap up. (45 minutes + 15 minutes Q&A)
- Thank the presenter at the end of the program.
- In private, present the speaker with your thank-you note and the honorarium.