

H-C Checklist

Your **Proposal** for a “*Humanities in Community*” Presentation

At Madison’s Goodman Community Center (GCC, available during
October, 2021 – May, 2022), beginning at 6 PM,
Usually on the 2nd-Monday of a month. In this case, the month of
_____ dated _____, 2021/2022

Check (X) after reading each point below, fill-in apt blanks and attach your response to an email to Joseph Lynch: lynchjoseph38@gmail.com (copying: johnmichaelwilson@yahoo.com). *Some speakers simply prefer to reply by email listing the number of each question pertinent to your presentation.*

PUBLICITY — for posters and social media — should be submitted by email NLT three weeks before your lecture date (see examples from previous flyers, especially on page-2, at: www.uproar21.us/recent)

1. ___ Your name and position: _____
2. ___ The **deadline** for submitting items 1-7 of this CHECKLIST is _____.
3. ___ Your personal and /or group **photo(s)**
4. ___ Brief **bio**
5. ___ Brief **title of your lecture**
6. ___ Brief **description** of your presentation
7. ___ Links (or attachments) to **web pages**, images or slides that you may suggest for inclusion in our online posters or web pages.

WHERE, WHEN and HOW on the day of your presentation (FYI):

8. ___ **WHERE:** We usually use BOLZ A in the Goodman Community Center’s IRONWORKS -- (old Steinle Turret building) at 149 Waubesa St. -- but our room is sometimes reassigned on short notice (if necessary, check with folks at the Reception Desk).
9. ___ **WHEN:** Please, arrive by 5:40 PM to allow ample time for details and testing equipment.
10. ___ **FORMAT:** Our very flexible presentations begin at 6 pm, and Q&A often starts by 7, running for 20-30 minutes. However, our assigned room remains available until 8 pm.

A/V EQUIPMENT Needs, etc:

11. ___ **Computer?** If needed, will you bring your own computer laptop/device? ___ Which, if any, of the following will you present: ___ **SLIDES?** ___ **Video?** ___ **Audio only?**
12. ___ **Projector**, do you need a projector provided by GCC? ___ (Our projectors include 5-watt audio speakers and the choice of an **HDMI or a 15-pin VGA adapter cable** for connecting a computer to a projector.)
13. ___ **Internet connections:** Do you intend to stream audio or video material from the internet? ___ If so, we need to test that well in advance to avoid annoying buffering delays.

PERMISSIONS, RECORDING & COPYRIGHT ISSUES:

14. ___ To which, if any, of the following do you consent regarding the recording and posting of your presentation on the internet? ___ **NONE** ___ **Audio-video** ___ **Audio only** ___ **Slides** (to be shared by email in advance to johnmichaelwilson@yahoo.com)
15. ___ Do you anticipate any **copyright violations** regarding slides or other materials recorded for posting online?

Any questions?

How might this checklist be more helpful?