



OPEN CIRCLE AJIJIC

Presenter Guidelines

Thank you for your interest in presenting at Open Circle. We appreciate your taking the time to prepare and give your presentation and we will work with you to make your experience as enjoyable as possible.

Please read these guidelines carefully and return the info requested within the following week to <opencircleideas@gmail.com> We request: (1) a title and brief summary of the presentation and (2) your bio. Together these should not exceed 150 words. We reserve the right to edit as appropriate in our program announcements.

Open Circle is interested in a wide range of presenter subjects, including those dealing with intellectual, cultural, physical and spiritual content. Of interest also are presentations relating to the environment, the arts, and science. In general, our aim is to improve our understanding of ourselves, our community and our world.

We do not accept an agenda purporting that a group of people, an opinion, or way of looking at the world is wrong. While we respect and honor the motives of not-for-profit groups, we cannot allow some and not others to present or solicit. If we did, then potentially every week's presentation would be a solicitation for a cause.

If you have more information for our audience than is appropriate for your talk, we encourage you to place that information under the tree by the bulletin board. Postings can include announcements of events, where to obtain more information on the topic, where merchandise can be acquired, where donations can be made, and sign-up sheets for those interested in staying in touch with the presenter. In addition, learning aids pertaining to the presentation may be passed out before the program. However, such handouts must not contain any form of advertising.

Open Circle does not allow presenters to sell, solicit, or engage in any form of merchandising before, during, or after the meetings on the grounds.

The morning of your presentation, please observe the following:

- Arrive by 10:00 a.m. and check in with our sound person for instructions. Then you are welcome to join us for coffee, tea, and snacks until 10:25.
- At 10:25 or before, the sound person will mount the cordless microphone headset on you.
- The meeting starts at 10:30 with preliminaries to the program. Your presentation will begin by 10:45 a.m. and end at 11:30 a.m.

- Before the meeting begins, inform the moderator if you plan to take questions from the audience, in which case you will end your presentation by 11:20. The moderator will give you a 10- and a 5-minute signal to indicate the time remaining for your talk.
- Time your presentation so that it is at least 35 minutes and no more than 45 minutes in length.

Open Circle talks are not to be mentioned in articles or materials promoting your goods, services, or events without prior written permission from the Open Circle Program Coordinator.

Presenters who violate these guidelines are showing disrespect for the group and will not be invited to present again. We strongly urge all prospective presenters to attend at least one Open Circle gathering before committing to speak here.

OPEN CIRCLE AJJIC MISSION STATEMENT

Open Circle provides a supportive environment to gather for social interaction and to improve our understanding of ourselves, our community and our world.

Presentations span a wide range of intellectual, cultural, physical and spiritual topics.

We do not necessarily agree with the ideas and philosophies of our presenters. We encourage you to listen with an open mind and form your own opinions.