



Speaker Engagement Requirements

Season/Year

(date)

Dear __ (speaker)

Thank you for agreeing to deliver a lecture entitled _____ on **day, date, and year** at _____ p.m. at the Schwartz/Reisman Centre, 9600 Bathurst Street, Vaughan, ON.

Your Thornhill Lifelong Learning audience will be comprised of approximately **400** mature, well-informed adults attending TLL to be educated, engaged, challenged and entertained.

Summary of Documents/Information to Return to TLL

In order to formalize our conversation, please complete the following requirements and email them back to me **by** _____:

1. **TLL Lecture Agreement** (*attached*)
2. a brief **description of your lecture** (<100 words)
3. a brief **biography** (<150 words) to be used in our website and marketing materials.
4. **headshot photo** in .jpg format to be used on our website and in marketing materials.
5. **additional topics** you could speak on in the future (*see Lecture Agreement Addendum*)

Again, thank you very much for your participation in the upcoming TLL lecture series. We look forward to working with you.

Best regards,

Name

TLL Program Coordinator

phone number (cell)

email

[Thornhill Lifelong Learning](#) (website)

TLL Lecture Agreement

Season/Year

Name of Speaker	
Speaker's email	
Speaker's address	
Speakers phone contact number	
(Working) Title of Lecture	
Date/Time of Lecture	

The lecture(s) will take place **Shirley Auslander Hall** at the **Schwartz/Reisman Centre (SRC), 9600 Bathurst Street**, Vaughan, Ontario. An approximately 1-1.25 hr. lecture will be followed by a 10 minute break and then a 30 minute question and answer period, using submitted written questions at the break. **Please arrive 30 minutes prior to speaking time.**

Honorarium: An honorarium of \$ ____ will be paid at the end of the session. Mileage will also be paid if coming from outside the GTA.

Cancellation Policy: In the event a lecture is cancelled (i.e. for weather or illness), TLL will attempt to reschedule the lecture at the mutual convenience of the speaker, TLL and space availability. If TLL cancels the lecture, the speaker will be paid the lecture fee.

Equipment: The Schwartz/Reisman Centre will provide a projector, screen, laptop, microphone system, slide advancer and podium. You will be contacted a month before your engagement regarding specific AV requirements among other things.

Regarding your presentation, please confirm the following where applicable:

- ___ I will email TLL a copy of my presentation no later than one week ahead of my lecture date (If your presentation is too large to send by email, please use the following [TLL Google Drive account](#) (instructions are on the next page).
- ___ I will be using the following in my presentation (check all that apply): ___ Wi-Fi/internet ___ audio embedded in my presentation ___ video embedded in my presentation
- ___ I have read and agree to take into account TLL's policy on lecture content (see Addendum)
- ___ I permit TLL to change font size and topography on my presentation for optimal audience viewing (changes to be approved by speaker). *Content and order of presentation will not be changed.*
- ___ I permit TLL to post my slides and other resources, as specified by me, on the TLL website following the lecture.
- ___ I permit TLL to share my email/phone number _____ with similar groups to contact me for speaking engagements.
- ___ I would like to sell my book(s) or services after the lecture. (see Policy in Addendum)

I have read and understand the terms of this Agreement ___

Please return this agreement by email to me and confirm that you have agreed to it in the email.

TLL Program Coordinator: name Email and contact number:

Addendum to Lecture Agreement

TLL Policy on Lecture Content

Presentation: TLL seeks speakers who are experts in their field based on robust credentials, strong presentation skills, an engaging presentation style and ability to communicate material well to a lay audience largely comprised of retired, active, educated, engaged seniors between the ages of 60-75+.

Content/Tone: We endeavour to engage speakers who can provide balanced, evidence-based lectures, where applicable. We understand that most speakers have their own opinions and viewpoints. Our audience members are open to hearing perspectives different from their own (which we have found span the spectrum of views), but prefer speakers to refrain from disparaging commentary toward individuals or groups.

Powerpoint Slides: We ask that presenters use best practices for slide presentations e.g. large fonts (minimum 24 points, 30 is ideal), charts that are visible at the back of a large room, pages with limited text/bullet points (and broken up with good visuals), appropriate number of slides e.g. 20-30. If using video or internet links, we ask that you *embed the links directly in the presentation* for a seamless uninterrupted presentation (as opposed to searching for links elsewhere during the presentation). Please flag the use of video to your program coordinator. We can assist with this if necessary.

Self Promotion: Speakers are not permitted to self promote their services, books or courses *before or during a lecture*. TLL *will* support its speakers' products, however, at the end of a lecture or through agreed announcements prior to the lecture. For example, TLL can provide a table for speakers to sell books following a lecture.

To send your presentation through a Google Account:

1. [Click here](#) to open up the shared Google drive that we use for presentation uploads.
2. Choose the "+New" button OR drag and drop the presentation file onto the Google drive window.
3. Wait for the upload to be completed (could take several minutes depending on the size of the presentation file).
4. Once the upload is completed you can close the window and let us know. We will check and verify that it uploaded correctly.

Additional Topics for the Future

Please identify any additional topics within your area of expertise that you would be willing to speak on in the future if TLL participants are interested. (We survey the audience online following each series).

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