

# Skerries Historical Society

## Guidelines for Speakers



### **VENUE, DATE & TIME:**

The venue for the presentation is The Bus Bar, 98 Strand Street, Skerries, Co Dublin.

The date is the 2nd Tuesday of the Month.

The talk starts at 8.15 pm so please arrive no later than 8 pm to facilitate set up of the equipment.

### **EQUIPMENT:**

The Society will provide the projector, screen, lectern, light and audio equipment.

If you require the use of the Society's laptop please let us know and bring a copy of your presentation on a USB key in format compatible with Office 2003.

If you are using a Mac please tell us as we can provide an appropriate connection to the projector.

### **PRESENTATION:**

Slides on Powerpoint if using a PC or on Keynote if using a Mac to accompany the talk are very well received.

Please keep the talk to 40-45 minutes as there are usually a few questions afterwards from those attending.

The sources of information on which the paper is based should be included preferably in the form of footnotes or endnotes. Alternatively they can be given as a bibliography.

We ask that a printed copy of your talk is given to our Librarian for our archive. It can be handed in on the night or a copy can be emailed to [librarian@oldskerries.ie](mailto:librarian@oldskerries.ie)

It will not be published or lent to anyone outside the society without your permission so please let us have your contact details.

We record the talks for our sound archive and for possible use on our website. Please let us know if you would rather we did not record your talk.

### **PUBLICATION & WEBSITE:**

A photograph of yourself, head & shoulders, is requested as soon as possible and at least a month in advance of your talk, along with a short bio to publicise it. The image should be in jpeg format, 220x220 and file size no larger than 50KB. Please send to the Society's secretary by email to [HonSec@oldskerries.ie](mailto:HonSec@oldskerries.ie)

Every two years a new volume of Time & Tide is published by the Society. Do we have your permission to publish your paper in a future Time & Tide if it is chosen for inclusion?

A short report on your talk will be provided by the Society to the local Skerries News which is published fortnightly. See their website <http://skerriesnews.ie>

After your talk a short summary will be published on our website [www.oldskerries.ie](http://www.oldskerries.ie) and your name and paper number will be listed there as well. See <http://oldskerries.ie/authors-a-c/> as an example.

Unfortunately the Society is not able to cover the cost of transportation or offer expenses or payment to you as the presentation is on a voluntary basis.

Thank you for offering to give a talk to Skerries Historical Society. If you require any further information or assistance please let us know. Email [oldskerries@gmail.com](mailto:oldskerries@gmail.com)