



Belfast U3A

“Engaging Speakers” for U3A monthly meetings - Open to all Belfast U3A Members

1. Finding a speaker Ask family, friends, friends who go to other groups (e.g. Probus, libraries, Rotary, and church) to recommend speakers. U3A members are very good at recommending people.
2. Selecting a Speaker from an organisation. Ensure the agreed speaker is some-one who has experience in doing talks for organisations. (may not be top person in the organisation)
3. Contacting a speaker. Email or phone about 3 or 4 months in advance thus allowing the speaker a choice of dates. At that time discuss what the U3A group is, what happens at meetings and meeting place. Invite them to speak for about 30/40 minutes and discuss a fee of £75. Many speakers do not want a fee and it is suggested they may like to give a donation to a charity of their choice (A cheque is given at the meeting and let them donate it to a charity) When a date is agreed thank them and tell them they will be contacted about two weeks before the meeting. Make sure you leave your contact details with them.
4. The notice about the speaker is placed in our U3A Newsletter the month before they speak. Give our newsletter editor name of speaker and subject matter.
5. Two weeks before the speaker comes to our meeting contact them again. Discuss any requirements they have for their talk - projector, screen, laptop, microphone etc. Check that they know where the venue for the meeting is, ensure they have your contact details and ask them to come 20-30 minutes before our meeting is due to commence.
6. Two days before our monthly meeting. Contact our U3A member who looks after the IT to make sure a projector, screen microphone etc. are in readiness for the meeting.
7. Day of meeting. If necessary reserve a parking space close to the front door. Arrive early and wait at the front door for the speaker to arrive. Take them to the room, introduce them to our chairperson and IT person, offer them a cup of coffee and make sure they are ready to proceed.
8. At the end of the meeting. Help speaker to clear up their papers etc. and stay until they leave.

Some other points to remember:

- ‘Paid Speakers at U3A monthly meetings, there is no problem with a U3A paying fees to external speakers, but it is not acceptable within the U3A movement to pay a fee to any U3A member to give a talk Legitimate expense can of course be reimbursed’.
- ‘A one-off donation to another charity arranged with a speaker, in lieu of a fee, does not contravene rules on payment to other charities although where possible it avoids explanations if the speaker is paid direct and the Speaker makes the donation to his/her chosen charity. (Financial Matters P6. April 2018)
- Insurance cover for Speakers. The U3As Public and Products Liability Insurance covers outside invited speakers, whether paid or not.
- **Choose a wide variety of subjects for monthly meetings to keep members interested.**