



Humanist Society of Santa Barbara

Speaker Information Packet

Version May 2020

1.Introduction

Welcome to the Humanist Society of Santa Barbara (HSSB)!

This document provides general guidelines for speakers to our typical, regularly scheduled meetings. Sometimes meeting details differ from our usual practices, in which case your contact with HSSB - usually our Program Chair - will inform you of any deviations from this information.

2. Before the Meeting

Once we have contacted you about speaking at our organization, we will need some detail on your topic, some biographic information, and preferably a high-resolution headshot. This information is for our newsletter and publicity materials, so we can promote the speaker and topic. It is preferable if we can get this information 2-3 months in advance. You can look at past newsletter issues to see what previous speakers have provided. [HSSB Past Newsletters](#)

Let us know if you will need overnight accommodations. We have a variety of accommodations available. Also let us know if you will be traveling with a companion and/or children.

If you will need transportation assistance (for example, getting from the airport to the meeting venue), let us know so we can have someone meet you and get you to the meeting.

3.Meeting Logistics

Our general meetings are usually held on the third Saturday of each month. Attendance varies, but typically ranges between 50-70 attendees. Topical or controversial subjects may draw an audience of over 100. Some of our special events have drawn SRO audiences of over 700 people. Our dress code is strictly informal. Your comfort is the sole criterion.

We have two locations where nearly all of our meetings are held.

- If HSSB is the sole sponsor, we usually meet in the Theater at Valle Verde. See Appendix A for detailed information about this location.
- If Santa Barbara City College (SBCC) co-sponsors the meeting, we meet in Fé Bland Forum on the SBCC campus. See Appendix B for detailed information about this location.

Plan on being at the meeting venue by at least 2:30 p.m. so that you can get your A-V system set up. We also like to take photographs of you for our newsletter. **Note:** If you have special or unusual A-V requirements, you may need to be at the venue at around 2 p.m.

4.Meeting Format

Generally, the formal meetings start at 3:00 p.m. with some introductory remarks by the President, followed by announcements by HSSB Board members or others, as appropriate. You (the speaker) will be introduced by the Program Chair, President, or host, and you will have 45 minutes to an hour for your main presentation. After your presentation, we usually have a Question and Answer period. This Q&A period will end usually between 4:30 to 5:00 p.m. Generally, we have found the Q&A period to be one of the most stimulating parts of the meeting; thus, we try to reserve at least 30 minutes for it. If you think your presentation would benefit from a different format, please discuss the matter with the Program Chair. We are very flexible and want to have the best experience for you and for our members.

Our meetings are recorded for our website. In addition, we usually have a write-up of your talk in our newsletter, accompanied by photographs of the meeting. We also request a copy of your slides for the write-up.

- On-line meetings may be an option, depending on your location and circumstances. On-line services, such as Zoom and equivalent, may be used. Contact the Program Chair if an on-line meeting is a suitable alternative for an in-person and on-site presentation.

If you are an author and have a book that you would like to offer at the meeting, let us know in advance. Book sales can be facilitated, but approval depends on the individual venue policies.

5.Audio-Visual Facilities

The A-V tools that are available vary by the meeting location. The Theater at Valle Verde provides a sound system (hand-held microphone and stand microphone) and a large screen at the front of the room. A lavalier microphone may be available, but the A-V set up changes on occasion and the lavalier may not be available.

If your presentation includes graphics, a projector is available that can be connected to a PC or Mac. This projector includes the ability for you to remotely control your PowerPoint presentation, if that is your chosen format. We also have available both PC and Mac laptops for connection to the projector.

The Fé Bland Forum at SBCC has all the modern A-V tools you would expect to find in a well-equipped college lecture hall. However, these tools remain under the control of SBCC, so that we must make prior arrangements for their staffing and use. If your presentation is to be made at the Fé Bland Auditorium, it is essential that we know your exact needs for A-V support well in advance.

Because of the myriad of multimedia formats that are currently in use, we sometimes run into difficulty in making all the right hardware connections. We have found that the best solution to this problem is for you to bring your presentation on a thumb drive or DVD and use the venue facility laptop for A-V connectivity. The venue facility laptop will also provide internet access. The use of a thumb drive allows us to work with those files to make sure your presentation will go smoothly. We can support your own laptop at the meeting location itself but this approach has proven problematic in the past and we would like to avoid it. No matter which location will be used, it is

essential that we coordinate as early as possible regarding all aspects of your A-V needs to minimize last-minute problems.

6. Post-Meeting Activity

After the meeting ends, there is usually continued discussion and questions from attendees in the meeting room. We may ask you to pose for additional pictures.

Dinner: Usually we go to a nearby restaurant for dinner after the formal meeting ends. You are encouraged to attend as our guest. If you have a companion traveling with you, we welcome that person as our guest as well. The post-meeting dinner may continue discussion of your presentation or may range over an unlimited variety of topics. This dinner is informal and unscripted...and fun. We hope you can join us.

If you are not joining us for dinner, we can make arrangements for transportation connections, if necessary.

If you are staying for the night, we can assist you in getting to your lodging.

7. Meeting Follow Up

Because we usually have a write-up of your presentation in our newsletter, the writer will ask for access to any charts or graphics that you used in your talk. In addition, the writer will contact you to review the write-up before we publish our newsletter.

You will be added to our newsletter distribution list, if so desired.

8. Contact Information

Usually your primary contact with us will be someone on our Program Committee. If for any reason that line of communication should break down, a complete list of contacts is available at our web site. For your convenience, here is a list of contacts related to your appearance before our Society.

Web site: www.santabarbarahumanists

President/Program Committee: Judy Flattery: email:
sbhumanisteditor@gmail.com Phone: 805.729.5026

Program Committee: David Flattery: Phone: 805.729.0276

Board Member Wayne Beckman for AV questions: email:
waynebee@cox.net
Phone: 805.403-6295

Photographer/Newsletter writer: Robert Bernstein: email:
robert@robert.name

Appendix A

Valle Verde Meeting Location

Usually our meetings are held in the Theater at Valle Verde, a residential retirement community. The specific location is: The Theater, Valle Verde, 900 Calle de los Amigos, Santa Barbara, CA 93105.

Links to this location are available on:

- Google Maps: The red marker is at the building in which the Theater is located.

[Link to Google Maps](#)

Appendix B

Santa Barbara City College Meeting Location

When our meeting is co-sponsored by Santa Barbara City College (SBCC), our meetings are normally held in one of their lecture halls on campus. The specific location is: Fé Bland Forum, Santa Barbara City College, 821 Cliff Drive, Santa Barbara, CA 93109-2394.

Links to this location are available on:

- Google Maps: Note that the red marker should be at the “C” of Business Communication Center.

[Link to Google Maps](#)