



Humanist Society of Santa Barbara

Speaker Information Packet

August 2025

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 or President - 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 details on your topic, some biographical information, and preferably a high-resolution publicity photo. 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](#)

3. General Information

We have meetings both on Zoom, and in-person + Zoom hybrid meetings. Our general meetings are usually held on the third Saturday of each month. Attendance typically ranges between 25-50 attendees. Our dress code is strictly informal. Your comfort is the sole criterion.

Generally, the formal meetings start at 3:00 p.m. with some introductory remarks by the President. 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 or President. We are very flexible and want to have the best experience for you and for our

members. The presentation may be followed by announcements by HSSB Board members or others, as appropriate

The meetings are recorded for our YouTube site. In addition, we usually write a summary of your talk for our newsletter, accompanied by photographs of the meeting. We also request a copy of your slides for the write-up.

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. Invitations to participate in or donate to the organization that is the subject of the talk are welcome.

4. Zoom Meetings

Will you share your slides or would you like us to show your slides? If we will be showing your slides please send a copy at least 2 days prior to your talk.

Please let us know how you would like Q&A handled. Questions can be held to the end or entered into the chat for real-time Q&A that we can facilitate. We generally mute all participants during the talk.

Please join 15 minutes early so we can verify audio and video quality as well as slide sharing or any other functionality we may need in the meeting.

5. In-Person/Zoom Hybrid Meetings

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 to meet you and take you to the meeting.

We have one location where our in-person meetings are usually held.

- Live Oak Unitarian Universalist Congregation of Goleta. See Appendix A for detailed information about this location.

For an in-person meeting, plan on being at the meeting venue by at least 30 minutes before the scheduled start of the meeting 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 60 minutes in advance of the meeting.

For in-person meetings, please bring any media you will need (charts, videos, etc.) on a thumbdrive. We can also set up a folder into which you can drop the material ahead of the meeting.

6. Post-Meeting Activity

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

Dinner: For in-person meetings, there can be opportunities to 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.

In addition, your presentation will be recorded and published on our YouTube channel,

<https://www.youtube.com/c/HumanistSocietyofSantaBarbara>

You will be added to our newsletter distribution list, unless you object.

8. Contact Information

Usually your primary contact with us will be the President or 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.sbhumanists.org

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

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

Appendix A

Live Oak Unitarian Universalist Congregation of Goleta

820 North Fairview Avenue, Goleta, CA 93117

805-967-7867

Our meetings at this location may be held in two different rooms. We will inform you of the meeting room before your presentation. Links to this location are available on:

- Google Maps: The red marker is the location of Live Oak.

