

## HOW THE PROGRAM WORKS

The speaker will start the program with a 20-minute presentation. This might be an informal lecture, a slide-show, a film-clip, or a discussion of a short text. With this as a catalyst, the speaker then engages the group in discussion. The discussion should be rich, inviting many perspectives, and provide everyone with something to think about. The total time scheduled for the program should be about one hour.

## HOW PROGRAMS ARE SCHEDULED

- 1) The host program coordinator contacts you directly to agree on a date, time, and location for your presentation.
- 2) The program coordinator submits an application to the Utah Humanities Council (UHC) for approval. UHC requires four (4) weeks advance notice in order to adequately publicize your presentation.
- 3) UHC is not responsible for the presentation until the application has been received and approved. We cannot pay you until these two items are completed. Before you speak, make sure that you have received confirmation from us, as well as an **Author Evaluation and Payment** voucher form, usually by mail.
- 4) Program coordinators are sent a packet containing a confirmation of the program, evaluation forms, and a UHC placard for publicity.
- 5) We ask program coordinators to call you at least one (1) week prior to the event to finalize details, such as discussing directions to the program site, composition of the group or audience and their special needs and interests, how you want to be introduced, and audio-visual equipment or other set-up needs.

## PUBLICITY

- 6) The host program coordinator is responsible for publicizing your presentation and insuring that UHC is credited in all publicity (media public service announcements, email blasts, community events calendars, website, newsletters, flyers, etc). Publicity created should include the following statement: *"This presentation is provided by the Utah Humanities Council."*
- 7) UHC will publicize the program through its web calendar and may send press releases and post notices through social media outlets.
- 8) We ask program hosts to verbally credit UHC at the presentation using the following language: *"We want to thank the Utah Humanities Council for providing this presentation as part of their Public Square program. Speakers are selected to represent a wide range of perspectives, experience, and points of view, and do not necessarily reflect those of the Utah Humanities Council."*

## AT THE CONCLUSION OF THE EVENT

- 9) After the presentation, we receive evaluations from the program host and audience members, which we copy and forward to you.
- 10) You should fill out your **Speaker Evaluation and Payment Voucher** and submit to UHC in order to receive reimbursement for the presentation, mileage, lodging and per diem. Fax or send paperwork to UHC no later than one (1) week after the presentation. Contact details are below and on the voucher.
- 11) We send a check within 3-4 weeks of receiving the voucher. Please call if it has been longer than that.