

To All SPRE Speakers: Please note the following requirements, guidelines and information regarding SPRE presentations.

**PUBLICITY REQUIREMENTS** - To be submitted at your earliest convenience:

- Your name and credentials as you wish them to appear.
- A digital color headshot photo.
- A biography of 75 to 100 words.
- A title and description of your Friday evening presentation content. If you are planning a Saturday workshop, include the specifics, i.e., title and content of workshop, attendance fee, start to end time, break length and details (if full day workshop, do attendees plan to bring in food or go out for lunch). Speaking and workshop descriptions, combined, need to be no more than 300 words.

- If you have a website, please supply the address so we can put a link to it on our site. We would appreciate your putting a link on your website to ours, [www.spres.org](http://www.spres.org).

**INFORMATION:**

- We give our speakers a \$100 Honorarium for the Friday evening event. It's free to the public with freewill donations requested from attendees. The donations go to SPRE to help cover our costs.

- We conduct our Friday evening programs at the Aztlan Center, 112 Willow St., Fort Collins, CO 80524. A link to a map to the facility is on our website, [www.SPRES.org](http://www.SPRES.org).

- Event time is 7:00 to 9:00 p.m. However, we make announcements and introductions for the first 10 to 15 minutes, and usually allow about 30 minutes at the end for questions and discussion. So you will have from about 7:15 until ~8:30 pm for your presentation, unless you wish to forgo the question/discussion time. If you wish or expect your presentation to extend beyond the allotted time, let us know. We may have the flexibility of a 15-minute extension. If you wish to have a book signing, please consider this in the allowed time frame.

- We suggest you arrive at 6:30 pm to allow time to set up, meet key people, and get acclimated to the room. We will be available at 6:30 pm to assist you.

- The location has a podium and speaker system for your use. We can supply a DVD player, projector, and projection screen, at your request. We will need prior notification (with requirements submission), to make these arrangements.

- There is a space to display your brochures, flyers, workshop sign-up sheets, business cards, and/or sales items (books, CD's, DVD's, etc.), if you have them. We can provide some assistance with your display and sales items,

but if you have numerous and/or complex items, please bring your own assistant to handle them. Also, if you are selling items, please provide in writing the price of each item, to whom a check is made out, change for those who pay cash, and your method of taking credit card payments, if any.

- If you have a workshop the following day, it would be a good idea to use a few minutes of your presentation time to introduce it. Many of our attendees have expressed their desire to learn and hear more from our speakers. However, if you do wish to have a workshop, arrangements, advertising, time, cost, etc. will be up to you. We will publicize it.

- We will actively publicize your presentation, and your workshop if you have one. We will post them on our website, send out notices to our extensive Email database, and create and distribute flyers. Our Publicity Chair, Lea Schwarz, and our Webmistress, Margie Mulligan, may contact you if they have questions about the information you provided. We would appreciate your advertising and publicizing your event(s) by sending out notices to your client and Email list and/or any other avenues available to you.

- While during your Friday evening presentation you may mention your workshops, books, CDs, services, website, etc., please remember SPRE's purpose is to education, enlighten, and raise consciousness. We appreciate your focusing your presentation on these goals and refraining from anything that might be construed as commercial. Remember, you are free to bring promotional and sales items for the display area.

If you have any questions or concerns, please contact me at [DrVickie@att.net](mailto:DrVickie@att.net), office 970-407-1351, or cell 308-962-6768. The SPRE board is delighted to have this opportunity to work with you, and pleased to assist you in any way we can.

Wicosani! (A Lakota blessing meaning, "May you walk in balance with the four aspects of self: spiritual, mental, emotional and physical.")

Dr. Victoria A. Gardner  
SPRE Program Chairperson