

Guide Lines for Presentation of LPS Workshops Held at Jones Creek Library

These guidelines are intended for LPS workshop leaders (presenters) who are presenting a workshop or other activity at Jones Creek Library. **These guidelines are intended to help your workshop run smoothly and are not mandates except for Library Policy, which you can and should read on-line at the Library web site:**

http://www.ebrpl.com/LibraryServices/MeetingRoomsStep2.html#meet_room_policy

The person volunteering to present the workshop (presenter) needs to provide the Education Coordinator a title for the workshop and prepare a short write up that can be used for publicity. The sooner you do this the sooner publicity begins.

The Education Coordinator will reserve the Jones Creek Library Conference Room Number 2 for your scheduled workshop. Library rules stipulate that all sessions must be free and open to the public. We will not provide refreshments at the Library.

The Library opens at 9:00 am and closes at 6:00 pm. The Education Coordinator or designated substitute will sign in at the Library desk at 9:00 am, have the room unlocked, sign out at the Library desk when the workshop is complete provided the room is empty and in order. We generally schedule the workshops from 9:30 am to 3:00 pm.

Attendees and workers will be asked to start arriving at 9:00 am. The Education Coordinator will provide the sign in sheet. Workers and attendees will sign in on this sheet as they arrive. Advance registration is not normally required. If the presenter feels we should have advance registration then it should be discussed with the Education Coordinator well in advance of the workshop. Attendance will generally be limited to 50.

LPS Equipment Team will be asked to arrive at 9:00 am to arrange tables and chairs for 50 attendees. (The room can accommodate up to 100 if tables are not used.)

The presenter will furnish his own or contact the LPS Equipment Team for audio, computer and projection equipment required for his workshop. (The library has a built-in motorized screen in the room.)

The presenter will arrange in advance for experienced members to assist attendees when hands-on-work is required. When we do hands on work we need to be sure and take enough time so that nearly everyone understands before moving on.

If there will be an afternoon session, it is best to not make restaurant reservations for more than four persons. When the restaurant has a large table reserved, service will be slower. If there is no afternoon session then it is nice to have large group seating and continue discussions from the morning session.

The presenter should allow for breaks about every hour to keep presenter and attendees refreshed, alert, better able to communicate plus give us all a chance to stand up, stretch, go to the rest room and get a drink of water. If the session starts at 9:30 am then build in a break between 10:30 am and 11:00 am. Break for lunch from 12 noon until 1:30 pm. Build in an afternoon break between 2:15 pm and 3:00 pm. The presenter will arrange for a timekeeper to keep track of the time and signal when breaks are needed.