

Eynsham Arts Group

www.eynshamartsgroup.org.uk



Information for Speakers

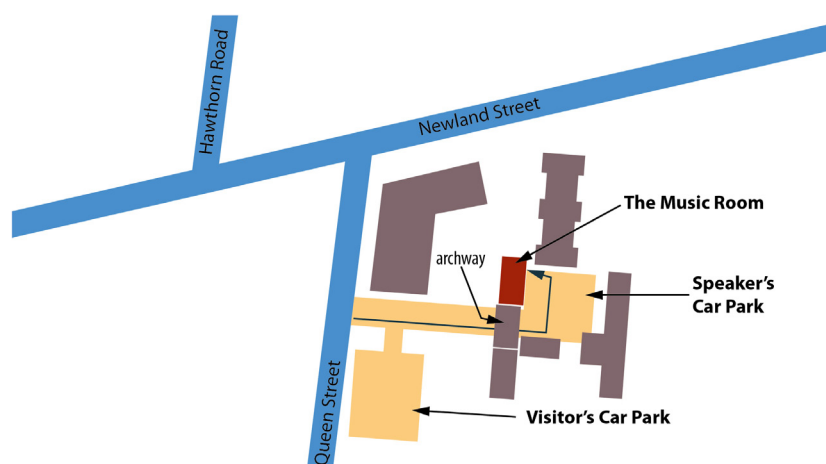
TIME: 7.45 pm – 9.45 pm (Access to the room for set-up is from 7.15 pm)

Audiences can vary between 15 to 30.

Visiting speakers usually talk/demonstrate for approximately an hour with time after for questions etc.

VENUE AND DIRECTIONS: The Music Room, 36 Newland Street, Eynsham, OX29 4LA (<http://eynsham-pc.gov.uk/org.aspx?n=The-Music-Room>)

Please note the drive-in entrance is off Queen Street close to the junction with Newland St. There is a sign high up on the wall. You can drive in and park in the courtyard from where there is level access. (For SATNAV use OX29 4HQ.)



PUBLICITY: We advertise your presentation on posters around the village and on our website. If you would like to supply an image for us to use, please supply a suitable high resolution image at least 4 weeks before your presentation so that publicity posters can be created and distributed.

OPTIONAL FACILITIES INCLUDE: Additional tables for the display of work; projector and screen; live-feed camera to the projector and screen. Please let us know in advance (if possible using the form below), what facilities you may need for your presentation, including the details of any device (laptop etc) you are intending to use.

CONTACT:

We would be grateful if you would confirm details well in advance by completing the form below and contacting:-

Beth Wood 01865 881026 or 07821866136
email: bethwood1@virginmedia.com

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Speaker Details



Name:
Date of Presentation:
Website:
Email:
Tel/Mobile:
Title of your Presentation:
The Nature of your Presentation (e.g. Illustrated Talk, Demo, Workshop etc)
ADDITIONAL REQUIREMENTS
How many extra tables if any?
Are you bringing your own laptop?
If so, please tell us the make and if you will be using your own leads?
Will you require a projector and screen?
Will you require a live-feed camera?
If you will be using an easel, are you left or right handed?.
Have you sent a (high res) representative image for our posters?.
Your fee? £ <input type="text"/> as agreed with our Programme Organaiser: Beth Wood