SOUTH EAST REGION

U3A

THE UNIVERSITY OF THE THIRD AGE

Thames Valley Network Workshop
SPEAKERS & SPEAKING

Thursday, 23rd November 2017 from 10.30am – 3.30pm
Benson Parish Hall, Benson. Oxon. OX10 6LZ

Coffee will be served from 10.00am

This workshop is a 'must' for all Speaker / Programme Secretaries as it will cover everything from how to find good speakers right through to thanking them as they finish. It is also intended for those who wish to improve their presentation skills, whether that is presenting to an Interest Group, announcing notices at meetings or making the vote of thanks. Learn some of the 'tricks of the trade' and maybe even practice in an informal, friendly and non-judgemental atmosphere.

Facilitators for the day are Avis Furness, Susie Berry, Margaret Rumens and Irene Manson.

The morning programme will consist of two presentations with a break between them and after lunch we will split into practical workshops before we come together again for final questions to the facilitators.

The day is open to all members of U3As in the South East Region. Members of other U3As are very welcome to attend if space allows. There will be no charge for attending (as the workshop is funded by the National Office) however bookings MUST be made in advance please. Tea and coffee will be served on arrival and lunch provided (with vegetarian options). Attendance will be confirmed on receipt of an application form. Please state clearly if lunch is not required for any reason or if you have special dietary requirements.

Application forms may be obtained from the Thames Valley Network website at: u3atvnetwork.org.uk or from your own U3A.

Please return completed forms to: **Email: Chairman@u3atvnetwork.org.uk** or post to:

Mrs Susie Berry OBE
Lavender Cottage
Box Tree Lane   Telephone: 01844 281137
Postcombe
OX9 7DY   Mobile: 07966 132738

Acknowledgement will be by email unless an s.a.e. is enclosed.