# Cruise speaker guidelines                    Unlock the Past cruises

## On board

In order to assist with the smooth flowing of the program:

» Presentations will be loaded onto computers provided in each room. Computers will be running recent versions of Windows and Microsoft PowerPoint

» All presentations should be submitted to the IT convenor (usually Rosemary Kopittke), as early in the cruise as possible—or even before the cruise—but generally no later than 24 hours prior to the scheduled presentation time

» All files when submitted need be named as follows—presenter surname - short presentation name, e.g. **Kopittke - Directories & almanacs**

» Data presenters will be available for use in each room—laser pointer and forward/back buttons

» Data projectors are provided with a VGA connection

» All speakers must use the microphone provided—there will always be some in the audience who have hearing difficulties

» Speakers must adhere to the allocated time for each presentation (questions included or alternatively answered outside the session). With multiple streams, we need to do this out of consideration for the following speaker and those needing to change rooms

Speakers may only use their own computer with prior arrangement with our IT convenor—this may be necessary if specialist software is required or under some other circumstances. **It is the speaker's responsibility to provide any adaptors required to connect their computer to the VGA connection on the data projector. Setup must be tested a minimum of 24 hours prior to the scheduled presentation time.**

A speaker must also obtain prior approval of the IT convenor if there are embedded videos in a presentation and this must also be tested a minimum of 24 hours prior to the scheduled presentation time.

If a lectern is required by the speaker this must be notified in writing to prior to the cruise commencing so that appropriate arrangements can be made with the cruise line staff. Some ships may have limited lecterns available.

## Internet

Internet aboard cruise ships is slow, unreliable and expensive and no presentation should be reliant on an internet connection. Unlock the Past does not provide internet access for presenters or cruisers. You may purchase your own of course.

## Handouts

Handouts are appreciated by cruise audiences. They are not a requirement, however each speaker needs to tell us if an "ehandout" will be provided or not. Handouts should be in PDF format and supplied as soon as possible (normally by the end of the cruise). If a PDF is provided to the UTP team it will be placed on the UTP website, an open site, or if restricted, for emailing to cruisers who are entitled to receive it.

If the speaker prefers to host the handout on their website or a closed website the link information must be provided to the Unlock the Past team, normally by the end of the cruise.

## A note on bookings and payment of supported speakers

» All speakers need to book their own cabin—whether we offer cabin support or not

» All but those supported with a free berth or cabin will need to pay the cruise deposit when booking and the final fare balance when due (usually 3-5 months before the cruise sail date)

» All who accept our offer of a fee-for-service will need to invoice us for this fee. This will nornally be paid at the time of the cruise, or within two weeks of the cruise completion