

Some Thoughts on Round Table Presentations

In the past few years, several members have offered suggestions about our “moments” historical and inspirational and about customary presentation features. Listed here are their insights and ideas, for those who might want or need further information.

The Moments

- ❖ The purpose of a “moment” is to pause for reflection before sharing a meal. The content should be something worth reflecting on.
- ❖ A “moment” is expected to last just a moment (**not more than five minutes, at most**). This is not actually a formal presentation, but more simply a call to reflect.
- ❖ The original intent of “historical” moments was to keep us mindful of where we have been as a club, and sometimes how we have changed for the better. Moment givers were encouraged to go our archives, kept in the UO Special Collections library, and find papers or themes with ideas suitable for reflection.
- ❖ Inspirational moments may come from any source, as long as they are chosen with awareness that our members are not assumed to share religious beliefs or philosophies. Such moments may draw on general history as a source of inspiration, relating to events that occurred on the meeting date in history, or people who did amazing things.
- ❖ There is no rule about alternating historic and inspirational moments, but balancing them across a year is recommended.

The Presentations

- ❖ The Constitution and Bylaws do not set standards for the papers. However, certain practices have emerged over the years.
 - Historically, papers have been developed specifically for the other members’ enjoyment at the meeting, and not drawn from the presenters’ file of professional work. Usually presentations emerge from a personal passion or volunteer activity.
 - **Most papers are presented in 25 to 30 minutes.**
 - Graphics are acceptable if they are important to the theme of the paper.
 - The Vice President is responsible for lining up the papers for the upcoming Club year.
 - The presenter is responsible for arranging an introducer and any audio/visual needs.
 - Each year the Executive Committee selects the best paper of the year, copies of which are made available at the May meeting.
 - Presentations must be submitted to the RTC archivist in a paper format that can be filed in the Special Collections section of the University of Oregon Library.
- ❖ During our centennial year celebration in 2012, members of Round Table Club eliminated the ban on using audio-visual support during presentations. We did not then adopt firm guidelines for AV use (and do not have them now), but offered three caveats worth considering:
 - First, the purpose of the paper is to help us get to know the speaker. Taking the visual center away from the podium can weaken our connection to the speaker before us.
 - Second, written papers are archived, which makes it important that the written paper and the presented paper are the same.
 - Third, there is no test at the end of the presentation; retention of information is less important than getting to know the presenter and the presenter’s passion.