



Blackhawk Chapter Presentation Information and Guidelines

Where and when?

The first Friday of every month (with the exception of July and August) at the Gladys Fox Museum located at 231 E. 9th Street, Lockport, IL. Meetings begin at 7:30 PM and end between 9:30 and 9:45 PM. Meetings are free and open to the public.

How long should a program be?

60 to 90 minutes in length. There is a break at midpoint during the evening for a 20 minute raffle. This raffle helps defray the cost of renting the meeting facility.

Will I be compensated for my presentation?

No, the Blackhawk Chapter does not provide monetary compensation to presenters nor any reimbursement for expenses incurred. We will provide a one-year complimentary Chapter membership to non-members. A meal at a local restaurant may be provided to presenters who travel longer distances. This is at the discretion of the Chapter. If you are traveling from outside the Chicago area and need lodging information we will gladly assist you if you need it.

What type of presentation equipment is available?

We provide a laptop computer (Windows), a digital projector and a large projection screen. Presenters may bring their own computer, but we normally run programs from flash drives or CDs provided by the presenter. We also have a Kodak 35mm Carousel slide projector available, but presenters should bring their slides in Carousel trays. We will not load slides at the meeting. Speaker audio is provided with by two handheld wireless microphones. A computer remote control with a laser pointer is available.

How should I present my images?

Some types of presentation software, like PowerPoint, are ideal but not necessary. We can run images from your files in File Explorer, but please save all the images you wish to present in one distinct file folder.

What sort of presentations are of interest to our members?

We are a railroad history group. If you have an idea for a presentation regarding some aspect of railroad history, we are interested. We welcome authors, producers and artists promoting their work. You are welcome to offer your work for sale to our members with no charge or fee from the Chapter. We are equally interested in programs about contemporary railroading, including representatives of the industry. We welcome programs from railfan photographers interested in showcasing their work.

What do you do if you're interested in presenting a program?

Contact David Daruszka, Program Chair, www.blackhawknrhs@gmail.com with a short explanation of your idea. You can include sample visuals if you wish. We like to include an image in our email flyers for our programs, so sending us something helps.

Some tips to first time presenters.

Time your presentation: Run your show and time it as if you would be giving your presentation. Practice the oral part of your show at the same time. You will probably find that you have more images than the 90 minute maximum allowed presentation time. You either need to reduce your image count or talk less about each image. You certainly don't want to fly through your presentation, so think about editing down your image count. Pick your best images and don't over focus on multiple images of the same thing.

Write it down: Improvisation may be great for comedy, but doesn't work well for novice presenters. Write your dialogue down, your explanation for each image. Practice it without the presentation and see how well it flows, then practice with it. A well-paced presentation will keep the audience's attention. Your images are only half the show, your dialogue and how you present it is the other half.