

Graceful Connecting: Rules of Thumb for

MAGNT Contact Individuals

Instructions for Presenters -

(both guest presenters and experienced MAGNTEers)

1. As needed, give the presenter a brief take on who/what MAGNT is. (Not needed if the presenter has presented before).
2. Be sure that the presenter has in her/his possession the document delineating presenter protocols **at least seven weeks** prior to the date of the presentation. Make personal contact with the presenter following this to make certain there is a good understanding about these instructions. The directions are on the events page of the MAGNT website: <http://magnt.org/index.htm>
3. Emphasize the following deadlines:
 - a. **Five weeks prior to the event** send as much information as possible to William Schmidt at impactus@earthlink.net. Include short bios. This is for church bulletins and bulletin boards. Presenters are welcome to submit readings, preferably short, to accompany their descriptions.
 - b. **Two to three weeks prior to the event**, William will send an email to those on the MAGNT email list and add the information to the website, communicating information about the meeting.
 - c. **A few days prior to the event**, a reminder e-mail will be sent out by William.
4. If the presenter has previously done a presentation for MAGNT, the descriptive texts can be sent directly to William. Otherwise, texts should first be submitted to the Contact assisting the presenter (to insure that the text submitted meets our needs). In all cases, the Contact individual is responsible for insuring that the text submission deadlines are met.
5. Within two weeks of the presentation, check in with the presenter to determine what supplies, printed documents, and/or AV equipment are needed. Also determine whether any special seating arrangement will be required.

B. Miscellanea

1. Both the presenter and the Contact should be on site fifteen minutes before the 10:00 AM beginning of the meeting. (The building will have been opened by the meeting host.)
2. The Contact individual is **NOT** responsible for refreshments.
3. Contact individuals **ARE** responsible for writing and mailing (snail mail, please) a note of Thanks to her/his presenter.

4. In the event of weather that could prevent our MAGNT community from safely attending the scheduled meeting, the meeting may be cancelled. When a MAGNT meeting has been cancelled or when a MAGNT meeting will proceed as scheduled despite questionable conditions, the announcement of cancellation or non-cancellation will be posted both on the MAGNT web site, www.magnt.org, and at (952) 474-1061.

When weather conditions present a problem, it is the responsibility of the Contact individual to check the web site or phone the weather alert line. If at all possible the decision should be made the night before the meeting and posted on the web site by 8 AM.

5. In the event of illness or some other emergency requiring the presenter to withdraw from her/his commitment, the Contact individual should immediately inform William Schmidt or Sharon Sebring of that development. If the cancellation occurs within 72 hours of the event, please rely on the telephone.

Contact info:

William Schmidt impactus@earthlink.net ... (952) 474-1061

Sharon Sebring ssebring19@comcast.net ... (612) 889-4677

6. Have fun!