

PRESENTER GUIDEBOOK

Revised April 2024



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PROGRAM SELECTION PROCESS

The member experience is very important to us, which is why the Curriculum Committee—composed of active OLLI members—selects a wide variety of programs to meet the expressed needs and interests of our lifelong learners. When reviewing proposals, the committee considers factors such as relevance to member interests, diversity of topics, presenter expertise and potential for engaging and enriching learning experiences.

New proposals are reviewed monthly at the Curriculum Committee meeting. An OLLI staff member will reach out (via email) to the presenters whose programs have been selected by the committee to begin the process of scheduling the presentation.

We operate using the following term schedule:

- Winter (January to April)
- Spring (May to June)
- Summer (July to August)
- Fall (September to December)

PROGRAM LOCATIONS

Visit oli.eckerd.edu/locations for current program locations, maps and directions.

Our main office is located at Eckerd College, Continuing Education Center, Building Entrance 'A', 4200 54th Avenue South, St. Petersburg, Florida 33711.

MODES OF INSTRUCTION

OLLI at Eckerd College primarily conducts the following modes of instruction:

In Person / Face-to-Face

Programs may be structured in a number of different ways: from special interest groups led by a volunteer group leader, to single session lectures, to multi-week courses with the class meeting once a week for up to 4 weeks at one of OLLI's physical locations in Pinellas County. Most classes are between 60 minutes and 90 minutes in length.

Online via Zoom / E-Classroom

These live virtual programs are hosted in OLLI's Zoom account (an easy-to-use video conferencing platform) and are typically presented as [webinars](#). E-Classes are a maximum of 90 minutes in length.

Hybrid

These programs are hosted live with the presenter and participants in one of our Eckerd College classrooms while simultaneously presenting to participants online. Camera equipment and internet access are available for use. An Eckerd representative will be available to monitor and provide assistance with participants who are joining virtually.

NON-SOLICITATION POLICY

Presenters **should not promote, sell, or advertise any product or service during the program** (and immediately before or after). If you have a book/literary work that relates to the topic of your presentation, please contact Eckerd's Bookstore Manager at 727.86.8350 to arrange for book procurement and sale.

It is acceptable to:

- State your business name as part of your biographical introduction
- Include any books/literary works you have authored in your biographical introduction
- Place business cards on a table/desk nearest the exit but do not hand out unless requested
- Place an email sign up sheet for your newsletter on a table/desk nearest the exit.

PRESENTER TIPS

The presenter tips provided below are suggestions derived from member feedback to help ensure a positive participant experience.

A presenter...

- Demonstrates cordial, professional interaction with participants, volunteers and staff at all times.
- Develops their own teaching materials by providing handouts, and other supporting documents, and complies with all licensing/tax requirements, if applicable, including copyrights.
- Is technologically savvy: can email and utilize different online learning systems and presentation software.
- Should arrive 30 minutes prior to the scheduled start time to allow ample time for set-up and audio/visual testing.
- Shows confidence in their ability to present and does not continuously read directly from their slideshow presentation.
- Displays a passion for education and lifelong learning.

- Is invited to actively engage in OLLI community events (e.g., Open House) and ongoing improvement discussions, contributing to the enrichment of the learning experience.

COMPENSATION

Presenters are independent contractors and not employees of Eckerd College. It is the responsibility of the independent contractor to determine their tax liability, if any. Anyone earning \$600 or more in any calendar year will be issued a 1099 form from the College.

Types of Compensation

Standard Fee

OLLI at Eckerd College provides a standard fee of \$100 per session (including 60 or 90-minute sessions). OLLI does not compensate for canceled classes. If an OLLI course does not meet the predetermined minimum class size, presenters will have the option to conduct the program at a 60% presenter / 40% OLLI split of the net revenue. An OLLI staff member will confirm agreement prior to canceling a class. Compensation for Day Trip Guides will be based on the level of involvement and the duration of the program.

A request for payment will be submitted to the Eckerd College Business Office upon the completion of your final session for the course. You should receive payment within 30 days from this date. If you do not receive your payment within this timeframe, please notify the OLLI staff as soon as possible.

Forms for Payment

Please sign and return a W9 form to olliregistrar@eckerd.edu at least seven (7) days in advance of your class start date. Complete the Eckerd College Direct Deposit form if you do not want to receive payment by mail. **Failure to return the W9 form may result in a delay in payment.**

Forms for payment:

- [W9 Tax Form](#)
- [Direct Deposit Form](#)

Volunteer

Presenters who volunteer 100% of their time are eligible to receive an Eckerd Photo ID which will provide them with certain on campus benefits (e.g., library access).

ON-CAMPUS EMERGENCY PROCEDURES

Fire

Upon discovery of smoke or fire, immediately call 911 and ask the class host or another attendee to activate a fire alarm and call Campus Safety and Security at 727.864.8260 (Eckerd College campus only).

Immediately evacuate the class as quickly as possible. Please remind the class host/volunteer (if applicable) to take the class roster to help account for persons in attendance. If the fire alarm was not activated prior to evacuation, immediately call 911 and Campus Safety and Security. Be prepared to report the fire or smoke and the building's location.

Do not attempt to extinguish the fire unless you can do so safely with an appropriate fire extinguisher.

Inclement Weather / Lightning

When Thunder Roars, Go Indoors! Know the 30/30 Rule (below). OLLI participants should know that if they hear thunder, they are in danger of being struck by lightning and should seek safe shelter immediately if attending an outdoor program (i.e. Kayaking).

30/30 Rule: This two-part rule states that people should first seek immediate shelter once the time between a lightning flash and thunder is 30 seconds or less. The second part of this rule states that people should remain in safe shelter for 30 minutes following the final clap of thunder.

If you are instructing an outdoor activity, move the group into a safe area immediately. If a person is struck by lightning, call 911 and get medical help immediately.

Safe locations for Outdoor Facilities

- North Field/Baseball Field/Softball Field/Tennis Courts/Outdoor Basketball Courts: Participants should go to the nearest Residence Complex, the Wallace Boathouse or Turley Athletic Complex.
- Swimming Pool: Participants should go to the McArthur Physical Education Center or into the Lifeguard Room.
- Hough Quad: Participants should go to Lindsey Hall, Fox Hall, or Brown Hall.

Medical/Injury

In case of a life threatening medical emergency, call 911 then call Campus Safety (Eckerd Campus only), 727.864.8260.

If a non-life threatening emergency, call Campus Safety, 727.864.8260.

Please be sure to:

- Clear an area around the victim
- Keep the victim calm and reassure them that help is on the way
- Obtain basic information about the victim in order to pass it along to Campus Safety and/or medical responders. You may be asked to complete an incident report

Public Disturbance by a Campus Visitor

If a campus visitor has progressed beyond a reasonable point and is distributing or causing harm to an attendee, please contact the OLLI staff as soon as possible at 727.864.7600.

Shelter-in-Place Emergency

A “Shelter-in-Place” emergency is declared when it may be more dangerous to evacuate the campus than to stay in assigned rooms or buildings. Events that trigger a shelter-in-place emergency are likely life-threatening.

The following actions should be taken in the event of a shelter-in-place emergency:

- Lock all interior and exterior doors (if possible)
- Barricade doors.
- Close all windows and window curtains and blinds.
- Turn off lights.
- Crouch down in areas that are out of sight from doors and windows.
- If a gunshot is heard, stay near the floor and shielded under or behind room furniture as much as possible.
- Notify 911 and, if possible, contact Campus Security at 727.864.8260 as soon as possible. Describe the situation and extent of injuries.

CONTACT INFORMATION

- Address: 4200 54th Avenue South, St. Petersburg, Florida 33711
- Phone: 727.864.7600
- Email: olliregistrar@eckerd.edu
- Website: oli.eckerd.edu
- Facebook: facebook.com/OLLI.EckerdCollege
- Office hours: M-F, 9 a.m.–3:30 p.m.
- Phone hours: M-TH, 9 a.m.–3:30 p.m.
- [Map of Campus](#) is available online at eckerd.edu/about/directions or by clicking the hyperlink.

Staff

- Mary Szaroleta, Director of OLLI at Eckerd College szarolm@eckerd.edu or 727.864.7542
- Daun Fletcher, OLLI Registrar fletchdk@eckerd.edu or 727.864.8371
- Christopher Conrad, Logistics Coordinator, Continuing Education conradcm@eckerd.edu