

CLUB/MEMBERS NIGHT (from Scrapbooks in computer)

One departure from the usual routine that the Council has discussed and is anxious to try out, possibly for the February 9th meeting, is what we have termed a "Club Night." Over the years several members have suggested that an evening be set aside for members to show a few slides and say a few words about a place important to them or a travel experience worthy of the telling. At the moment we see such a meeting as a fitting opportunity to experiment with a venue other than the Harvard Club. The possibility of limiting this meeting just to members or members and spouses has also been a topic of discussion with the Council. Please let us know your views on the Club Night idea, particularly if you would be interested in participating. Club Vice President, Blue Magruder, has agreed to take the lead in organizing this experiment so you may wish to contact her at her office, 926-8200.
(President's Letter, September 1992. Min5, p76, item 86)

"Club Night: Short Presentations by Club Members." First time held.
Notice flyer for 667th meeting, 9 February 1993. Min5, p85, item 95)



1992-1993

The fifth meeting of the season will be held in the Massachusetts Room of the Harvard Club on **Tuesday, February 9, 1993**. Cocktails will be served at 6:15PM, dinner is at 7:00PM (price \$30.00 per person), and the meeting will start at 8:15PM. Please return the enclosed card as soon as possible *only* if you are coming to dinner. Members who after making a reservation fail to attend without cancelling may be liable for the dinner charge.

CLUB NIGHT: SHORT PRESENTATIONS BY CLUB MEMBERS

John Field, past President of the Club and Professor of Nutrition at Tufts University, will lead off with slides of El Nina in Central Egypt, a largely unknown part of the country 250 KM south of Cairo.

Liisa Kissel, our Finish member who specializes in management training in Eastern Europe, will report on her recent visit to Tirana, Albania, where she was advising on housing for former political prisoners.

Adams Carter, retired language teacher and famed mountaineer, will show slides of the colorful celebration of Midsummer in the charming village of Rättvik in the Dalana region of Sweden.

Louisa and Don Gillespie, investigating the supposedly hostile conditions in Nicaragua in the fall of 1992 were completely disabused by friendly "Nicas", beautiful scenery and a visit to their "grandpuppies".

George Bates will share his cross country ski expedition with his son exploring the remote Grise Fjord and Lake Hazen regions of Ellesmere Island, the most northern point of Canada, some 3000 miles north of Boston.

Susan and Ron Cloutier, Wellesley based science teacher and lawyer respectively, will report on work in the Nam So Lake region of Tibet helping scientists set up a wildlife conservation sanctuary.

George Wenckebach, outdoors enthusiast cum Dentist, combined his hobbies of climbing, hiking and skiing on a ski mountaineering trip to the Selkirk mountains of British Columbia.

Please reserve the following meeting dates: March 9, April 13 and May 25, 1993. In March, our member Dr. G. Robert DeLong will discuss Xingjaing, a fascinating corner of northwest China with the Silk Road in its past and petroleum and rocketry in its future.

ROBERT O. BOARDMAN, Secretary

Secretary's address:

163 Cottage Street

New Bedford, MA 02740-3650

Telephone (508) 993-3048



1993-1994

The sixth meeting of the season will be held in the Massachusetts Room of the Harvard Club on Tuesday, March 8, 1994. Cocktails will be served at 6:15 PM, dinner is at 7:00 PM (price \$30 per person), and the meeting will start at 8:15 PM. Please return the enclosed card as soon as possible *only* if you are coming to dinner. Members who after making a reservation fail to attend without cancelling may be liable for the dinner charge.

Members Night: Short Presentations by some of our members

David Roberts

Back Country Anasazi Ruins in Utah

Susan Cloutier

Looking at volcanos on the Kamchatka Peninsula

Louis Sgarzi

Climbing and trekking in the Caucasus

Michael Wiedman

Romantic Anapurna sanctuary

John Field

Return to Glacier Bay

Please reserve the following meeting dates: April 12, and May 24, 1994. In April, we will hear from Robert H. Eather, PhD, on the Aurora Borealis.

Club Notes: We regret to announce the death of Dr. Raymond N. Kjellberg on December 20, 1993.

We are pleased to announce the election of Nathanael B. Greene, Jr., to membership in the Club.

If you have not already done so, please return your Year Book questionnaire to Robert B. Stephenson as soon as possible, P.O.Box 435, Jaffrey, NH 03452, Phone (603) 532-6066.

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HARVARD TRAVELLERS' CLUB



MEMBERS' NIGHT

HANDBOOK

INTRODUCTION

The purpose of this Members' Night Handbook is two-fold: (1) to be used as an aid and guide by anyone who is tasked with conducting a Members' Night program, and (2) to give form and consistency to the program.

This Handbook should be especially useful to anyone conducting a Members' Night program for the first time, but should be useful also on repeat occasions to insure that no details are inadvertently overlooked.

This Handbook has been prepared under the assumption that the Members' Night meeting will be held in the Massachusetts Room of The Harvard Club of Boston. If the meeting is held elsewhere, appropriate adjustments should be made.

It is suggested that the Handbook be read in its entirety in order to not only obtain an understanding of all that is required in order to conduct a successful Members' Night program but also to understand when certain events in the overall process should or must occur.

It is recognized that various circumstances will, by necessity, inevitably result in some changes to this process. However, if changes are kept to a minimum and the process is basically followed, a well received and successful Members' Night program should result.

BACKGROUND

Members' Night is the name given to a meeting of the Harvard Travellers' Club during which a number of members of the Club give short presentations of recent, or not so recent travels. It is generally a part of the meeting that is annually held during the month of February, but may be held during any month of the year.

The concept of a Members' Night arose out of a problem that was encountered a number of years ago, during a meeting that was scheduled for October 6, 1976. A speaker from the University of Maryland, Dr. Eugenie Clark, had been scheduled to give a talk during that autumn meeting of the Club. The speaker left from Washington, DC by plane, but due to an unexpected abundance of fog that engulfed the Boston area, Logan Airport was closed and the plane was diverted to Montreal. Many Club members who ventured out in the fog and who were in attendance that night thus found themselves without a speaker. An idea was proffered by an enterprising Club member that those in attendance should be invited to relate an account of one of their travels. And so it was done. This was the origin of Members' Night.

At a meeting of the Council in the early 1990's, this story was related, and out of it came the decision by the Council to use that idea as the basis for a regular monthly meeting. The first of these meetings was held on February 9, 1993, and it has been held annually ever since.

Initially, a volunteer from the Council was asked to conduct the meeting. And the period of time allotted to each Club member on the program was limited to just three minutes. This allowed many members to make presentations, albeit not very substantive ones due to the time constraints. Over the years, this format gradually changed.

The Council decided that the First Vice President would always be tasked to conduct this meeting. This would give the general membership a chance to better familiarize themselves with the President-to-be, and would give the First Vice President some experience in conducting a meeting before the general membership.

In addition, the length of each Presenter's talk was increased from three minutes to ten minutes. This more reasonable time allotment made it possible for a Presenter to better develop a theme and to make the presentation more comfortable both to deliver as well as to hear. And finally, the number of Presenters was set at a minimum of five to a maximum of six. With five or six presentations of not more than ten minutes each, together with introductory comments by the First Vice President as well as a few questions and answers at the program's end, the entire program was designed to last from between an hour to an hour and a half.

PROGRAM DEVELOPMENT

OBTAINING PRESENTERS

Planning for a Members' Night program should be started a year in advance, immediately upon the conclusion of the previous year's program. Suggestions for obtaining volunteer Presenters include the following:

1. During the social hour at regular Club meetings over the course of the year, identify members in attendance who likely would make good Presenters, and then approach such people to inquire as to whether they might consider volunteering to speak.
2. Ask Council members at regular Council meetings if they have any suggestions.
3. Ask the Club President to make an announcement during a regular monthly meeting of the need for volunteers. Consider doing this for the first time at about the third meeting prior to the Members' Night meeting, and at successive meetings thereafter, if and as necessary.
4. At the conclusion of, or sometime during a Members' Night presentation, ask those in attendance to consider being a volunteer for the following year.
5. Consult with any former Club Officers and former Council Members for recommendations.
6. Look through the Year Book for the names of members who have particularly interesting travel experiences.

The objective should be to obtain Presenters from the general membership and not from the Council. Council members are often willing participants, but should be used as back up only.

Once a potential candidate has been identified and contacted, follow-up is essential. This can be done with telephone calls, e-mail messages, or preferably, in person during regular Club meetings or elsewhere. Prodding, urging and cajoling are often necessary, as is persistence.

In identifying potential candidates as Presenters, consideration should be given to obtaining both men and women, in equal representation if possible. In order to achieve such a mix, consider that spouses may also be Presenters, while other family members and friends do not qualify. Consideration should also be given to the topics that are to be presented. It is desirable that the program contain a wide representation of geographical areas as well as a variety of subject matters.

MEETING PREPARATIONS

Once a member has agreed to be a Presenter, a name for the topic must be agreed upon. Consideration should be given to some unusual or catchy phrase in order to pique the interests of the membership. After all of the Presenters, and all of the topic names are known, they should be compiled in a list for subsequent use. See Form A as an example of such a list. The list should contain the Presenters in the order in which they will be making their presentations on Members Night. When deciding upon the order, consideration should be given to the nature of each topic and the locale of each topic. It is best to try to vary the order so that similar topics and similar locales are not consecutive.

After the list has been compiled, it should be sent to the Secretary/Treasurer so that it can be used for the preparation of the meeting announcement that is to be sent to the general membership. The Secretary/Treasurer must have this list not later than the night of the monthly meeting that occurs the month prior to the Members' Night meeting, i.e., one month in advance of Members' Night. If the list is available sooner than this deadline, it should be sent when ready to the Secretary/Treasurer.

The Members' Night program will entail the cooperative efforts of six different Presenters, a projectionist, and the First Vice President acting as moderator. In order to be assured that the evening will function smoothly, it is important that the Presenters be informed in advance of what they can expect, and what will be expected of them.

Sometime during the week following the Club meeting that occurs the month prior to the Members' Night meeting, i.e., three to four weeks prior to Members' Night, a letter should be sent to each of the Presenters. The letter should contain as an enclosure the list of Presenters and their topics (Form A). This will inform the Presenters of their companions on the program as well as the order of the presentations. This letter should also inform the Presenters of the procedures that will be followed on Members' Night. See Form B as an example of such letter.

The letter should at a minimum, inform each Presenter:

1. That each presentation must not exceed ten minutes (emphasized).
2. That the moderator will hold up signs from the front row to indicate to each Presenter amounts of times remaining until ten minutes is reached.
3. That all slides must be delivered in Kodak Carousel slide trays.
4. That all slide trays must be clearly marked with the Presenter's name.
5. When, where, and to whom the slides should be delivered.
6. That all Presenters should plan to meet at the rear of the dining room after dinner, together with the moderator and projectionist, to go over procedures relating to the use of the remote from the podium, the use of the laser pointer, how focusing will be handled, and any other last minute matters.

Experience has shown that those Presenters who organize their presentations well in advance and who practice them until satisfied, usually achieve the best results on Members' Night. They are able to make fine presentations, and to comfortably use all, but not exceed, the ten minutes allowed. Presenters should be informed of this as appropriate, either in person or as part of the letter that is sent.

In addition to whatever else the moderator brings to the Members' Night Meeting, there are several essential items that should be on hand. The moderator should insure that several extra Kodak Carousel slide trays are available. These can be used should a Presenter not have a Carousel slide tray or should the Presenter's slide tray, for some reason, not be compatible with the Club's projector.

The moderator should also have "time cards" that will be used to advise Presenters of the time remaining in their presentations. In the past, time cards with the numbers "3", "1", and "0", representing that 3, 1 and 0 minutes remain, have worked successfully.

MEMBERS' NIGHT

FINAL PREPARATIONS

The success of the Members' Night program is to a great extent determined by what transpires in the preparation stages. And the preparation continues on Members' Night, right up until the time of the actual meeting.

During regular Club meetings, it is customary for speakers to sit at a dinner table that has been reserved for them and that is hosted by the Club's President. On Members' Night, it is desirable for all of the Presenters and their guests to sit at reserved tables with the President and First Vice President as hosts. This can be rather cumbersome if some of the Presenters bring multiple guests. It is advisable to check with the Secretary/Treasurer a day or two in advance of the Members' Night meeting to determine the total number. It is also advisable to check with the Secretary/Treasurer as early as possible on Members' Night to learn of any last minute adjustments to that number. Several tables should be set aside in the dining room for use by the Presenters and their guests, and the Presenters should be so advised when they are welcomed upon their arrival.

The First Vice President should arrive early at the Members' Night meeting, in advance of the Presenters, and should welcome the Presenters upon their arrival. At that time, the Presenters should be told that tables in the dining room have been reserved for them and their guests for dinner. Their slide trays should be taken and handed over to the projectionist to be immediately checked for compatibility with the Club's projector. And they should also be reminded to meet at the rear of the dining room immediately at the conclusion of dinner.

When dinner has been completed and while the dining room is being reset, the Presenters should all meet with the First Vice President and projectionist at the rear of the dining room in the vicinity of the projector. At that time, several final matters should be reviewed:

1. Each of the Presenters should be given the remote in order to practice the forwarding and reversing of slides.
2. Each of the Presenters should be given the laser pointer, and should practice "pointing" with it.
3. All of the Presenters should be shown the "time cards" that will be held up in front of them at the appropriate times during their presentations.

4. All of the Presenters should be told that focusing will be controlled by the projectionist from the rear of the room.
5. And any final concerns or questions from the Presenters should be dealt with.

The First Vice President should be sure to sit immediately in front of the podium at a seat from where the time cards can best be seen from the podium. The entire first row should be reserved not only for that purpose but for use by the President, and by what few of the Presenters chose to sit there. There is otherwise no special seating for the Presenters who may chose to sit wherever they feel most comfortable during the meeting.

Finally, at or just before the time that the program is to begin, the First Vice President should be sure that the remote and the laser pointer have been positioned at the podium, and should insure that the light at the podium is working properly.

CONDUCTING THE MEETING

The First Vice President will be introduced by the President after the President opens the meeting and after a few business matters have perhaps been discussed. The First Vice President will then act as moderator for the remainder of the meeting.

The moderator should begin the program with a few introductory comments. These should include an explanation of the format for the evening, and the format should include reserving a question and answer session until the conclusion of the final presentation.

After the opening remarks, the moderator should introduce each of the Presenters. The moderator's comments should always be rather brief as it should be the role of the moderator to move the program briskly along and to provide a smooth transition between each of the Presenters. Brief Presenter introductions that include humor, levity, insight, and perspective are always well received.

In deciding upon appropriate comments with which to introduce a Presenter, recollections of past conversations during program development with that person often is beneficial. From such conversations can be gleaned useful and interesting facts about the person as well as the topic, some of which might be included in the introduction. Another source might be an early request of each of the Presenters to provide background information about the Presenter as well as the topic. This could quite appropriately be done when discussions are ongoing about the name of the topic.

At some time during the course of the evening's program, the moderator should make a request of the members in the audience that they consider volunteering to do a segment in a future Members' Night program. This request might be made as part of the moderator's opening remarks, but is better left to be done sometime later in the evening. It frequently happens that Club members, so prompted, do volunteer at the end of the meeting if thoughts of volunteering are fresh in their minds.

By holding all questions until the end, the program should proceed nicely and not be unduly extended. At the conclusion of the final presentation, all of the Presenters should be asked to come forward once again to answer any questions of those in attendance. Care must be taken to see to it that questions do not unreasonably extend the course of the evening. If many questions are forthcoming, consideration should be given at some point to calling a stop to them and inviting that further questions be asked informally of the Presenters at the end of the meeting.

It is usual for the First Vice President to turn the meeting over to the President for final comments. But this should be agreed upon at the outset of the meeting so that the meeting can be concluded properly and without confusion.

FINAL TASKS

As is customary with all speakers who appear before the Club, a thank you letter should be sent by the First Vice President to each of the Presenters. Form C is an example of such a thank you letter. The letter should be sent sometime within the week following the Members' Night meeting, while recollections of everyone are still fresh. While most of the content of each letter will likely be identical, it is recommended that separate letters be individually addressed to each Presenter and that each contain an original signature.

As a final task, the file on the Members' Night just held should be closed, and a new file for the following year's Members' Night should be opened. There should be placed in this file the names of potential Presenters for the following year. These may be the names of actual volunteers, or of people who have not volunteered but who have expressed an interest in being a Presenter, or of people whom it is felt would make good Presenters and so should be contacted. During any year in which there is a change in First Vice Presidents, this file should be handed over to the new First Vice President.

FORM A

PRESENTERS & TOPICS

1. **Presenter's Name:** *East Greenland: Geological Investigations by Zodiac*
2. **Presenter's Name:** *Preparing a Dani Pig Feast*
3. **Presenter's Name:** *Exploring the Antarctic Peninsula and South Georgia*
4. **Presenter's Name:** *A Glimpse Through the Veil: At an Arabian Wedding*
5. **Presenter's Name:** *Havanity, Havanity, All is Havanity: View of Cuba Today*
6. **Presenter's Name:** *From Kathmandu to Everest; By Car and Camera*

FORM B

First Vice President's Name
Harvard Travellers' Club
First Vice President's Address

Date

Presenter's Name
Presenter's Address

Dear (Presenter),

Thank you for volunteering to be a Presenter on Members' Night at our next meeting of the Harvard Travellers' Club. Members' Night will take place on Tuesday, (Month & Day), 20___. We look forward to hearing your talk and viewing your slides on "(Name of Talk)". You will be on the program as the (number) Presenter that evening.

To insure that the evening will proceed smoothly and without interruption, please take note of the following:

1. All presentations will be limited to 10 minutes in duration. Your presentation can be less than 10 minutes but must not exceed 10 minutes.
2. I will sit before you in the front row and hold up signs indicating when:
 - a. There are 3 minutes left.
 - b. There is 1 minute left.
 - c. There are 0 minutes left.
3. Your slides are to be provided in a Kodak Carousel slide tray that is clearly identified with your name. We will have a spare tray for your use at the meeting if needed.
4. You should deliver your slide tray to me or to (projectionist's name) sometime prior to dinner.
5. Immediately after dinner, you should plan to meet with (projectionist's name) and me, and with the other Presenters, at the rear of the dining room to review projection procedures, including focusing, and your use of the pointer and of the remote from the podium.

Members' Night has become a regular February feature of the Club and our members look forward to it with considerable expectation. You will be one of what promises to be a very strong group of Presenters this year. I would encourage you to take sufficient time to review your presentation carefully in order to develop it fully in just the 10 minutes allowed. I very much appreciate your contributions of time and effort as a Presenter, and I eagerly look forward to your presentation.

Sincerely,

FORM C

First Vice President's Name
Harvard Travellers' Club
First Vice President's Address

Date

Presenter's Name
Presenter's Address

Dear Presenter,

Thank you very much for the very fine presentation that you made at the Members' Night meeting of the Harvard Travellers' Club several evenings ago. You obviously put a great deal of time and effort into your presentation, which was certainly well received by all of the Club members and guests who were in attendance.

(A paragraph(s) about the topic, the adventure presented, recap about prior discussions during the preparation period, other personal matters/anecdotes, etc.)

(Consider a paragraph such as:) Members' Night has seemed to have gotten better each year. Several Club members commented to me that they thought that this year's program was the best yet. That is testimony to the fine effort that was contributed by all of the Presenters, including yourself. Your excellent pictures, fine presentation, and blend of science and pleasure were testament to the great deal of time and effort that obviously went into your preparation.

Please once again accept my thanks and appreciation for your excellent presentation. Your contribution certainly helped to make the evening a most enjoyable one for the audience, and helped as well to assure the success of the program.

Best regards,