

**Genealogical & Historical Council of Sacramento Valley
Discussion Session Notes – September 13, 2008**

What to Do When Your Speaker Cancels or is a No-Show?

- ❖ Have panel discussion on easy, impromptu topic, such as “my favorite websites.”
- ❖ Have an audience discussion or “sharing” meeting.
 - Have discussion questions or sharing topics prepared and available in advance.
 - Prepare in advance a handout outlining the topic or questions to be discussed.
- ❖ If you have a speaker amongst your membership, ask him/her to be an emergency, back-up.
- ❖ Show a genealogy or history-related DVD or video.
 - Must have equipment available.
 - Have your society purchase a video or two to hold in reserve. Suitable videos also may be available at the public library.
- ❖ If Internet connection is available, do a live website demonstration.
- ❖ Pamela Dallas and Barbara Leak should package their genealogy trivia game for the societies.
- ❖ At seminars with multiple classes, redistribute the attendees to the other classes.
- ❖ Avoid technical disasters.
 - Have back-up equipment (projector) available in case speaker’s equipment fails.
 - Have spare projector bulb on hand.