



Welcome to the South Florida Underwater Photography Society (SFUPS) and thank you for your participation in our monthly meeting as our featured speaker.

As a featured speaker we will promote your appearance on our [SFUPS.org](https://www.sfups.org) website, on our Facebook and Instagram social media platforms and we will highlight you in our monthly Newsletter and President's Message. We would appreciate your partnership in marketing your presentation. Promoting you on all our platforms as well as yours is a win-win where both of us gain exposure. Collaborating on posts, and sharing to stories and on personal pages are all helpful methods of partnership.

To promote your appearance, we will need some information about your presentation. Please provide the following at your earliest convenience (ideally at least 1-2 months in advance). We publish in various formats so please provide a Word/text document and separate images (please do not provide images as a collage) for ease of use.

Email them to TimetoShine@SFUPS.ORG

- ❖ Please label your email Subject line with: SFUPS PRESENTER YOUR NAME and month of presentation.
- ❖ Provide the presentation title and a brief description of the presentation theme.
- ❖ A brief (one paragraph) biography and photo of you and/or your team.
- ❖ Provide your website and contact details for your services.
- ❖ A small selection of images (3 to 5) related to your topic that we can use for promotion.
 - Image size: Size to 1400 pixels on the longest side

For your Presentation:

- ❖ Our attendance is around 40 to 50 members and guests with varying levels of experience. Our total membership averages 225, and all of these members are able to access and benefit from the information in your presentation via the recordings on our website.
- ❖ Presentations are generally 40 to 45 minutes in length (with 5 - 15 minutes for question/answer session).
- ❖ With your permission, we will upload your recorded presentation to the SFUPS members-only website where our members are able to watch them later (we are more than happy to send you a copy upon request). Please notify us in advance if you would NOT like to be recorded.
- ❖ So that we can promote your business, please provide us with your website and social media links (if applicable). If you have a promotional item you would like to donate for our raffle (signed book, product, etc.) please let us know.
- ❖ Please have slides prepared for your presentation. If you would like help with PowerPoint or Keynote, please let us know.
- ❖ We strive to have an educational/teaching component for our presentations. Our membership is enthusiastic and eager to learn.

Meeting time:

- ❖ We are currently alternating between Zoom and in-person formats.
- ❖ The Meet and Greet starts at 6:45 PM EST. Our members like to socialize with our presenter. If possible, please join the call by 6:45 PM, but if you're unable to join at that time we completely understand.
- ❖ Our meeting begins promptly at 7pm.
- ❖ Club business is first, followed by Time to Shine and Photographer of the Month. Our intra-club photo/video contest begins at 7.30 PM and our featured speaker at 8.00pm. We like to finish at around 9:00 PM EST.
- ❖ Our meetings are held on the second Tuesday of every month except December (no regular meeting).

Where:

- ❖ **In person:** ALOFT Hotel, 202 SE 5th Avenue, Delray Beach, FL 33483 (561) 469-0550.
- ❖ **Via Zoom:** Meeting ID: 94559407242, Passcode: 359571

Meeting at a glance (all times below are Eastern Time Zone):

- ❖ 6:45 - Open Meeting - Meet & Greet Chat with presenter, members and guests.
- ❖ 7:00 - The Presidents Welcome, Club News, New Members, Time to Shine, Featured Photographer of the Month
- ❖ 7:30 - Intra-club photo contest winners.
- ❖ 8:00 - Monthly Presenter plans a 40–45-minute presentation with 5-15 minutes for Questions & Answers.

Our Vice President, Grace Pempek, will be happy to connect with you one week out to talk through the presentation, share any feedback, and ensure we are on the right track to deliver on our promise of educating and informing our highly engaged community of underwater photographers. Please contact her at vp@sfups.org.

Thank you again for sharing your work and experience, we look forward to your presentation. Chris Burmaster, President, South Florida Underwater Photography Society www.sfups.org (412) 848-4840.