

Preparing for your Speaker's Visit

Thank you for arranging for a member of the OJMCHE Speakers' Bureau to speak with your group. Please review this information prior to their visit, as it will help make for a smooth and meaningful experience.

LOGISTICS

Contacting your speaker: An OJMCHE staff member will "e-introduce" the organizer and Speaker. Following the initial email, the organizer is to **contact the Speaker within one week** to introduce him or herself and discuss the logistics of the visit. If the visit is more than three weeks out, the organizer needs to contact the Speaker again one-week prior and confirm the visit.

Logistics include:

Time and length of presentation (includes time for Q&A)

Group's familiarity or personal connection with Holocaust content

Learning goals or specific focus for your group

Parking: Let the Speaker of any specific parking information, and if at a school, who will be greeting them at the entrance.

Media and Accessibility: Discuss with your speaker available media and accessibility accommodations, if needed.

Phones, photography, and videography: We ask that all phones are silenced and put away during the Speaker's presentation. If you wish to photograph or video the presentation, check with the Speaker prior to the visit for their permission.

Overall recommendations:

1. Please ensure that all announcements are done prior to the Speaker's arrival.
2. We ask for the audience to refrain from eating during the Speaker's presentation.
3. If time with your Speaker is limited (under 1 hour), allow the Speaker to introduce him or herself. This gives more time for questions at the end.
4. Prepare questions prior to the Speaker's visit. We have found that after listening to a Speaker, students need time to process and struggle to think of questions on the spot. We recommend sharing the Speaker's abbreviated bio (found on the OJMCHE website) with your students and ask them to write down some questions they may have before the Speaker comes.
5. Please feel free to invite parents or guardians to attend the Speaker's visit. They are also encouraged to ask questions!
6. Following the Speaker's visit, we would appreciate if you could fill out a feedback form, which will be sent to you.

Cancellation: If you need to cancel or change the time, such as a delayed opening, within two days or less, please contact **ALL** people on this list as soon as possible:

1. Your Speaker
2. Education Coordinator: scheduling@ojmche.org, 503-226-3600 x115
3. Manager of Education: education@ojmche.org, 503-226-3600 x111

OREGON JEWISH MUSEUM AND CENTER FOR HOLOCAUST EDUCATION

Ways to extend: If you found your Speaker's visit meaningful, consider extending your groups learning by:

1. Visiting the Oregon Jewish Museum and Center for Holocaust Education
2. Visiting the Oregon Holocaust Memorial
3. Submitting an entry into our annual Sala Kryszek Art and Writing Competition. See our website, www.ojmche.org, for details. (For students in grades 6 – 12)
4. Visiting the resources section on our website