



## PRESENTER GUIDELINES

Thank you for agreeing to present at an Exiles program. Our main purpose is educating our community about consensual BDSM, aka RACK (risk-aware consensual kink), and you agreeing to present for us supports our efforts. You will have a liaison with the Exiles who will coordinate your presentation and be your main point of contact.

### SCHEDULE

Programs are held at Center for Sex and Culture, 1349 Mission Street in San Francisco, between 9<sup>th</sup> and 10<sup>th</sup>, generally on the 3rd Friday of every month. Here is the schedule on the night of the program:

- 7:00 Set-up begins
- 7:30 Doors open
- 8:00 Program starts promptly with community announcements
- 8:15 You will be introduced after the announcements
- 9:00 Ten-minute break (if needed – discuss with your contact person)
- 10:15 End (approx)

You should plan on arriving between 7 (if you have complex setup) and 7:30 (if you have only minimal setup). That gives you about 1.5 hours for your presentation. Please be mindful of the structure and plan accordingly. Your liaison will give you time cues when necessary. Also, we ask that there be no nudity when the doors are open (at the beginning and on breaks), but it's fine throughout your presentation.

### WHAT WE NEED FROM YOU

- A program description and your brief biography for our newsletter and website. **THIS IS NEEDED AS SOON AS POSSIBLE, at least 4-6 weeks before your program.**
- Details about the content:
  - A well-written description & bio will help attract attendees and especially new visitors. It will also help make the search engine goddesses love us which means they will send more people our way.
    - **TITLE:** It is important to craft a title that will appeal to people AND one that includes keywords that someone might search for. **THINK:** If I did not know about the Exiles and was doing a search on a subject near to the program topic, what words would I search for?
    - **DESCRIPTION:** The ideal description should be about 150-200 words long. It should definitely be longer than the bio.
    - **BIO:** Bio should be shorter than the abstract – about 75-100 words. It is best if the bio is original, not just one's standard bio cut & pasted. It also helps if the bio reinforces the abstract by using some relevant keywords.

- Picture is a plus. 980px wide or more is good.
  - The text (and picture) you provide may be used in additional promotions, including but not limited to electronic and print formats.
  - *Be sure to tell us if there is any part of what you provide us, such as your name, that should not be published beyond our newsletter* (such as on various Internet sites where we publish information).
  - We reserve the option to edit what you've submitted for content and space requirements.
- Let us know the gender by which you like to be referred.
- A list of set-up requirements. These can include:
  - Arrangement of the audience chairs. Our typical setup is rows of chairs, theater-style, with a center aisle.
  - Tables and/or chairs you need at the front of the room.
  - We may also be able to arrange additional equipment such as risers, video monitor, massage table, etc. if they are critical to your presentation. We will do our best to accommodate you.
- Your contact information, including a number where you can be reached close to program time, such as a cell number.
- Your choice of "compensation" (see below).
- Be sure you have safer sex supplies, including adequate covering for all surfaces. If you need supplies from the Exiles, notify your liaison in advance.
- Notify your liaison if you want pictures taken of your program, and who will be taking them. Discuss the picture-taking guidelines with this person. (see below)
- Share these guidelines with all participants in the program.

## **CONTENT OF YOUR PROGRAM**

Ideally, the components of the program will include an introduction of yourself and anyone else presenting or demonstrating with you, an explanation of the topic and instruction, including any technical, psychological, physical or emotional aspects you would like us to know. Demos are highly encouraged, as there's nothing like seeing the real thing to educate.

Please also educate us about safety related to your topic. It is particularly important that you include universal precautions in your instruction as well as with your demos. In addition, even if you are fluid-bonded with your demo models, you must use appropriate fluid barriers as you would be asked to do at a play party. Because we are an educational organization it is important that safer sex practices be demonstrated.

Your audience will consist of many different experience levels and sexual and gender identities. Please be careful not to assume everyone identifies as a lesbian or a dyke or that everyone is experienced or that everyone is a novice. Define terms, and try to be as inclusive as possible.

You may invite the audience to sit closer or ask for their participation if you'd like. Audience members are likely to move closer on their own if they want a better view.

Consider allowing time and space for questions and answers, of you and any other participants.

A few other logistics to be aware of:

- We generally ask that you use a microphone so that everyone can hear. Even if you have a loud

voice, the acoustics in the room are bad and the audience will miss out on your presentation. We have an over-the-head cordless microphone, a cordless hand-held microphone, or a microphone on a stand for you to choose from.

- Absolutely no photography or audio/video recording is allowed without prior permission. If you want photos taken, you can arrange in advance to have you and your co-presenters sign a waiver, and you can designate a photographer. Only pictures of the presentation are allowed.
- You are responsible for cleaning up your area after the program is finished, or ask us in advance if you need special cleanup assistance. If you expect there to be blood or body fluids you must protect the area and prepare for the clean-up.
- Your program will be sign-interpreted for the deaf and hard-of-hearing if we receive a request in advance.
- We expect attendees to number between 15 and 40 people.
- In order to reflect the diversity of the BDSM community, whenever possible, please consider age, race, size, and other types of diversity when choosing demo models.
- You may (and are encouraged to) bring additional information about your work: flyers about your future workshops, your website, your books and/or merchandise to sell, etc., for our community table.
- Of course, you do not have to pay to attend the program. You may have two free additional people in your party, such as demo models, but anyone else will be charged the member rate at the door (\$4).

## **THANK YOU!**

The Exiles is a 501(c)3 non-profit organization run solely by hard-working volunteers. At this time we cannot offer monetary compensation for your program. We can, however, offer you a small token for the generous gift of your presentation. As presenter, you may choose one of the following compensation gifts:

- A one-time quarter-page ad space in our monthly newsletter *The Lunatic Fringe*, which is distributed to all Exiles members
- An Exiles T-shirt and pin
- A one-year membership in the Exiles for the remainder of the membership period (all memberships expire in June). (Available based on eligibility requirements)

Thank you for sharing your experience and skill with us. The Exiles could not exist without the participation and education we receive from community members like YOU.