

## Michigan User Group Speaker Information

We would like to thank you for considering speaking with our user group. We would like to provide you with some notes and other information about our group, typical meeting timeline, and other meeting resources.



### Audience

Our typical group consists of 30-50 people ranging from Linux hobbyist up through professional Linux administrators. We also have a segment of the regular group that are full time developers, many in open source technologies such as Perl, Python, and PHP.

### Timing

Our meetings start 6:30pm and must be completed by 8:30pm. We like to have the evening split up into three parts. This is of course flexible based upon speaker/topic requests.

1. Presentation #1 35 minutes
2. 5 minute transition
3. Presentation #2 55 minutes
4. 5 minute break
5. Discussion/General Questions 20 minutes

### Meeting Location

We meet at the [Farmington Community Library](#). Upon entering the library head right around the coffee shop and up the stairs. Our room is the first room to the left of the top of the stairway.

### Equipment

For your presentation we have the following equipment available

- VGA Projector (1024x768) onto a very large screen
- Microphone
- Podium
- Wired/Wireless Internet Access

### Recording

We would like to get permission to record your talk. Our group is working on making our meetings available online in mp3 format for those that can't make the meeting. If you would prefer not to be recorded due to content or other reason please let us know ahead of time.

### Presentation Materials

We would also love to be able to either point to your presentation materials on your own web presence or allow us to post your presentation to allow listeners to follow along with the evening's talks.

### Promotional Materials

Feel free to bring any promotional handouts or other materials that you feel the group might be interested in.

### Bio Info Request

We would appreciate it if you could please send us a biography blurb of two or three paragraphs at least 2 weeks before the meeting. We need that for our meeting flyers we hand out as well as for display on our website. You can view examples of such bios online at <http://mug.org>.