



## A CHECKLIST FOR VIRTUAL OAH LECTURE HOSTS

Thank you for scheduling an OAH Distinguished Lecturer. Please touch base with him/her soon after the lecture date has been confirmed. If the lecture is scheduled for several months later, mention when you will be in touch again prior to the event.

A summary of steps for your Virtual OAH Lecture:

- Lecture confirmation letter and invoice provided by Sally
- Preliminary Zoom session date scheduled with Sally (Zoom link 1)
- Virtual OAH Lecture registration link provided by Sally to share with audience members (Zoom link 2)
- Practice Zoom format session date scheduled with Sally and the Distinguished Lecturer (Zoom link 3)
- Virtual OAH Lecture event!
- Payment processed to OAH by lecture host
- Online OAH Lecture evaluation form completed by lecture host (link will be sent by Sally)

### I. VIRTUAL LECTURE PRELIMINARY AND PRACTICE SESSIONS AND ZOOM LINKS

Prior to the scheduled lecture date, Program Coordinator Sally Hanchett will arrange a preliminary Zoom session with the Virtual OAH Lecture Host to set up the administrative side of the lecture (webinar) including registrations, invitations, lecture host logo/graphics, surveys, recording settings, etc. Zoom registrations are required for both recorded and live Virtual OAH Lectures, and video downloads by attendees will not be permitted.

If you have scheduled a Live Virtual OAH Lecture, Sally will also arrange a Zoom format practice session with the Distinguished Lecturer, the lecture host/moderator, and any other host personnel a couple of weeks prior to the live event. Sally will provide you with the Zoom webinar link for the Virtual OAH Lecture, as well as information about on-demand recordings. If you have scheduled a Recorded Virtual OAH Lecture, Sally will let you know when the video file is ready to send and will provide that link.

If you anticipate your event will be attended by more than 100 people, please let Sally know. If your event will be attended by more than 500 people, there will be an extra \$100 fee added to the invoice for the attendee upgrade.

### II. OAH MENTION

Please reference the Organization of American Historians and the OAH Distinguished Lectureship Program:

- **LOGOS/PHOTOS:** For promotional materials, event announcement, website, etc. please connect "OAH Distinguished Lecturer" with our speaker's name and include an OAH logo. OAH logo files are available at: <https://www.oah.org/about/oah-newsroom/logos>. Distinguished Lecturer photos may be requested by emailing [shanchett@oah.org](mailto:shanchett@oah.org).
- **SOCIAL MEDIA:** Our Twitter handle is @The\_OAH and use #OAHLecturer in tweets about the event. The OAH Facebook page is here: <https://facebook.com/TheOAH/>
- **VIRTUAL LECTURE INTRODUCTION:** Please mention the Organization of American Historians Distinguished Lectureship Program to your audience when introducing the speaker.

### III. LECTURE FEE

The lecture fee is to be paid directly to the Organization of American Historians after the lecture has been given. An invoice with OAH's federal identification number will be included in your lecture confirmation email. Please contact Sally if additional paperwork such as a W-9 form or vendor registration is required by your institution.

**THANK YOU HOST!**