

JOIN NEWNHAM IN MAKING TEDx HISTORY

Introduction

Thank you for offering to play a hosting part in Newnham's celebration of the Centenary of the College Roll through its exciting TEDxNewnham event on Saturday 17 February 2018. We are aiming to encourage as many Newnhamites as possible to be part of this.

TED began in 1984 as a conference where Technology, Entertainment and Design converged and has grown into a huge non-profit organisation devoted to spreading ideas, usually in the form of short, powerful talks and today covers almost all topics — from science to business to global issues. The annual TED Conference invites the world's leading thinkers and doers to speak and their talks are then made available at TED.com.

The **TEDx Program** was launched in 2009 to help communities, organizations and individuals share local TED-like experiences. At a TEDx event, TEDTalks videos and live presenters combine to spark deep discussion and connection in a small group, in the spirit of ideas worth spreading.

TEDxNewnham

Since TEDx events take place under a free licence granted by TED, there are certain rules that must be followed. One of these is that only 100 people can attend the live event in Newnham itself ... but we will be offering a simultaneous webcast so that **everyone can watch and listen as a virtual participant**.

We are hoping that as many Newnhamites as possible will want to hold **an event around TEDxNewnham**: this can be anything from a small groups getting together in someone's home over coffee to watch the live stream, network and discuss the topics of the presentations, to a more larger and more formal event in a hall (no more than 100 people though).

Programme

TedxNewnham will be an all-day event on Saturday 17 February 2018, with breaks for coffee and lunch. The theme is 'Embracing Challenge' and speakers will come from our alumnae, our students, senior members and the local Newnham community. We will share the programme with you as soon as it is finalised but this is unlikely to be before late 2017. In the meantime however and to enable you to plan we expect that most groups will only want to watch a few talks so that there is plenty of time for discussion: we will aim to have several of the most engaging talks mid-morning and mid-afternoon UK time, to fit with an event arranged around coffee/lunch/tea in the UK. For those with bigger venues it will be possible to watch the livestreaming throughout the day – at the same time as the audience at Newnham itself which is very exciting.

Obviously groups in other time zones will need to consider the most appropriate time to hold their event (but bear in mind that all talks will be available on YouTube after the event, so you might find it more convenient to watch at a later date rather than simultaneously with the Newnham event)

Logistics

For a small group, all you will need is a computer with a reasonably fast internet connection. For optimum results, you will need a minimum download speed of 1.5mb/s; a good test is if you can watch films online through Netflix, Amazon Prime and similar sites. It is recommended that you close any streaming services like online radio and background processes like Dropbox that may reduce the quality of the streaming by using up bandwidth.

If you have limited bandwidth, remember that other people accessing the internet on the same connection will use up the available bandwidth and can cause the stream to degrade in quality, so it is suggested that you try and avoid any other use of the internet connection while you are watching the webcast. Ideally guests will disable the WiFi on their phones during the webcast (they will understand if you explain why).

We will provide you with a link to click on to access the webcast – it really is very simple! We expect the link to be [<https://livestream.com/Tedxnewnham>] but will confirm in due course.

When the webcast is live, you should make the video full screen so that it's seen by everyone as the small player window is difficult to see.

For a larger group you will need a bigger screen (or you can use multiple screens). To see the webcast, all you have to do is plug in your computer to the screen or projector. Usually this is done using a VGA cable but some systems use a DVI or HDMI connection.

Connector Types		
		
VGA	HDMI	DVI
<i>If you are using an Apple Mac rather than a PC, please check you have the right adaptor.</i>		

Then just click on the link to the webcast and make sure this it appears on the screen. Again make sure the video is displayed full screen.

(If you are planning to use a corporate internet connection with a firewall, you may need to ask the IT department to adjust their firewall so that it allows the webcast.)

Sound is extremely important so you will need speakers to project the sound from the webcast. For a small group at home, the speakers built into your computer will probably be sufficient, but you could plug in additional speakers. You should definitely test the sound in advance by playing a video clip with sound (such as an official TED talk on YouTube or similar).

Here is one you can listen to:

[https://www.ted.com/talks/chimamanda adichie the danger of a single story](https://www.ted.com/talks/chimamanda_adichie_the_danger_of_a_single_story)

A larger venue is likely to have a sound system built into in the room, so you will just need to plug in your laptop. Again it is essential to test the sound before the event by playing a video clip with sound (such as an official TED talk on YouTube); the IT staff at the venue should be able to help you with these checks. This will hopefully avoid any nasty surprises during your event!

Advance preparation

You should test the equipment that you are planning to use in advance to be sure that everything will work well on the day. Ideally you need to log on to a livestreamed event from your computer before the day to ensure that you have an adequate internet connection and that everything is displayed correctly. Much closer to the time, we will provide you with links to other TEDx events that are being livestreamed so that you can check this.

How do I find my guests?

Please confirm to Penny Hubbard at Newnham that you are still keen to host an event, sending her your email address. She will arrange for them to be put up onto a 'Google Map' which will be linked to the College website. Later in the autumn the Development Office will send your email address to all alumnae who live in your area and ask them to contact you directly to find out details of your event.

Please also let Penny and the Development Office know what format your event will take and what time.

We are not prescribing any particular format as we are keen for hosts to have flexibility as to what they offer. If you wish to ask alumnae for a contribution to costs of lunch, for example, please feel free to do so when an alumna emails you to enquire. There is no obligation to provide catering though we feel coffee or tea would be nice - You can always suggest people bring their own lunch to keep things simple!

The one thing we ask is that you respond to those who email you as this will be a wonderful way of connecting the Newnham community and keep a record of those who attend and send it to us after the event.

Hosting an event after ‘the day’

As mentioned above, all talks will be recorded and will be available on YouTube after the event, hopefully by the end of March, so you might find it more convenient to organise an event at a later date rather than simultaneously with the Newnham event on 17 February, especially if you are in a different time zone.

Again please keep Penny and the Development Office up to date as to what you are arranging and let them have a list of attendees.

We really look forward to as many Newnhamites round the world as possible participating in this unique event – the first time a Cambridge College has held a TEDx.

Thank you for your enthusiasm and contribution to this special occasion.

Penny Hubbard: roll@newn.cam.ac.uk