



TIPS ON PREPARING A PRESENTATION FOR A CONFERENCE

To aid in the preparation of your presentation at the conference you have been invited to participate in, we are endeavoring to provide an outline which will allow maximum freedom of expression and encourage personal interpretation. We hope it will show how you can best help URANTIA Brotherhood and URANTIA Foundation comply with laws governing copyright and trademark protection.

- (A) General Advance Permission. As at past conferences, we are again sending advance permission forms to speakers, leaders and performers. They are to be signed and mailed to URANTIA Foundation before the conference begins. This permission allows you to do the following:
 - Verbal Presentation. You may make a "live" verbal
 presentation consisting of readings from The URANTIA Book
 arranged in any desired order. You may use reconstituted or
 fragmented sentences, paraphrasings, or you can express the
 teachings in your own words.
 - List of References. You may distribute a prepared list
 of URANTIA Book references to your audience. They could be
 shown as, for example, P. 291, L. 20-26 (page and line
 numbers), followed by two or three words for identification
 purposes.
 - Visual Aids. These can be presented as posters, overhead projector transparencies, blackboard or flipchart illustrations, slides, or films. They might portray concepts, events, places, or personality relationships.
 - Pre-taped Work or Sound Film. This may consist of musical lyrics, drama, skits, readings, or poetry, and may include quotations.
 - 5. The word "Urantia" may be used as a noun as the name of our planet on a chart or a map. As an adjective, it can only be used to designate <u>The URANTIA Book</u>, URANTIA Brotherhood, or URANTIA Foundation. It may not be used as an adjective in the title of any presentation or display at the conference. Capitalization and underlining apply as they appear in this paragraph. Neither the words URANTIA or Urantia, nor the Concentric-Circles Symbol may be used in a decorative form, or in combination with any other symbol.

(B) Special Permission must be requested of URANTIA Foundation at the above address, if what you envision entails a variation from what was covered in Part (A), 1-5. The Foundation is the holder of the copyright and trademarks and service marks, and must individually supervise the uses made of them. If you wish to reproduce and distribute work for or after the conference, which includes quotations, paraphrasings, extensive use of story line, or other material from The URANTIA Book, you must first seek special permission because these uses are not covered by the advance permission. To be considered before the conference, your proposal should be sent to URANTIA Foundation at least six weeks in advance with the page reference of each quotation noted. Also, indicate what the future disposition of the written material, display, or artwork would be and how many copies you need. Requests received after that date will be studied as time permits.

months requirement to make our he meet you no objective to the

4/28/80

MAP:mb