**GUIDELINES FOR LECTURING AT THE MISKATONIC INSTITUTE OF HORROR STUDIES – NYC and LA**

Lectures at Miskatonic NYC and Miskatonic LA take the format of a 2.5-hour multimedia presentation, with a 15-minute break at the approximate halfway point. Instructors may also factor in a 15 minute Q+A at the end if they like.

Miskatonic students range in age from 20-60 years of age, and many are already knowledgeable horror aficionados. As such, the lectures are expected to focus on underexposed or underappreciated areas of horror history, and to be delivered in a manner suitable for undergraduate-level University students.

**Proposals for Miskatonic classes should include:**

-A 400 word synopsis of the class including a title (this would be used as the descriptive blurb on the website if accepted).
-A point-form breakdown of the class’ approach to the topic/questions that will be addressed etc
-A sample list of films and books to be referenced, and film clips to be utilized (we understand this is subject to change)
-Instructor’s CV

You can submit multiple proposals, but Miskatonic classes must be local premieres – we will not accept lectures that have already been presented in the same greater metropolitan area. If you want us to consider your proposal please submit all of the materials we have requested. We can say that the more niche or specific the topic, the more likely we are to feel it is a fit for Miskatonic.

While an instructor need not meet *all* of the following qualifications, proposals are weighed according to: 1) the speciality of the topic, 2) how the class would complement the other classes in the curriculum, 3) the diversity and rarity of media sources to be used, 4) the instructor’s experience as a public speaker in an academic context and 5) the draw of the instructor for audiences.

**Technical Requirements:**

Typically, our lectures are illustrated, utilizing film clips and other illustrative devices, such as stills, powerpoint, audio clips etc. We will work with instructors’ individual styles as needed on a case by case basis - provided it is clearly laid out in the proposal so that we can discuss internally – but the audience has come to expect illustrated lectures, so these proposals are likely to be prioritized.

The instructor is expected to bring their own laptop and provide their own video/audio clips in file form (to be embedded in powerpoint or otherwise played from the instructor’s computer- NOT urls reliant on internet) unless previously arranged. Note: It is imperative that instructors have the means to edit their own video clips and create their own presentations. If you have never made a powerpoint or edited video before, please tell us at the time of confirming your participation, because we cannot help you if we find out at the last minute.

Powerpoint presentations must be sent by dropbox or other online file sharing service to miskatonicinstitute@gmail.com **one month prior to the class** for tech testing at the venue on a backup computer.

The major exception to the Powerpoint rule is our ‘Live from Miskatonic’ events, in which an invited industry veteran gives a live interview on stage with a moderator. In these cases, clips and illustrations are not required if the special guest feels they would be a distraction or are otherwise unnecessary.

If you would like to assign advance reading for your students, please send the relevant documents in .doc or .pdf format no later than 30 days prior to your class.

Instructors are expected to arrive 60-90 minutes before the class start time to test their laptop and media in the venue (this varies depending on venue).

**Compensation:**

Compensation is based on ticket sales. Instructors receive 30% of the door, paid out within 30 days upon receipt of an invoice addressed to The Miskatonic Institute of Horror Studies.

**Code of Conduct:**

The Miskatonic Institute of Horror Studies is a welcoming and safe environment that values diversity and inclusivity. All instructors representing Miskatonic are expected to respect these values. Miskatonic reserves the right to cancel any lecture in consideration of this mandate.