



U3A Dunedin

2022 Series 1 Course A Updated 20 December 2021

Note: Subject to changes related to Covid-19 situation at the time

Title	How to Write and Self Publish a Memoir
Date	Tuesdays 1 March – 5 April 2022
Time	10 am – 12 noon
Venue	Otago Golf Club, 125 Balmacewen Road, Dunedin 15 March only: Leith Bowling Club, 2 Duke Street, North Dunedin
Convenor	Phyll Esplin Email: phyllesplin@gmail.com Phone: 467 2584 Mobile: 027 696 0408
Developer	Brian Miller, Macandrew Bay Since selling Tapui Children's Books in 2007, Brian and his wife Diane have written / published 15 books.
Course fee	\$45 (please do not pay until you receive an invoice)

'Baby-boomers' finally have the time and motivation to write a personal / family memoir, but the process can look daunting. In the first hour each week Brian Miller draws on a lifetime of photography and five decades of experience in writing, publishing, bookselling and marketing, to walk you through the process step-by-step. In the second hour, a different person will talk about their experience with memoir writing. Follow this course and you *will* be able to write and publish your own memoir.

All applications must be received by Thursday 3 February 2022. You will receive a response to your application by Monday 14 February 2022.

Please contact the Programme Secretary courses@u3adunedin.org.nz, phone 467 2594 with any queries.

How to Write and Self Publish a Memoir

1 March

How to plan a memoir

What is a memoir? Collecting our stories. Planning a book project. Styles of books. Defining chapters. Costs, and the value of early print quotes. How to make a mockup of your book and define your market.

How we wrote our memoir

-*Fergus and Mary Sutherland*, environmentalists from the Catlins

8 March

Research techniques

Mind map your resources. Organising research files. Developing timelines and family trees. Basic genealogy, using archives, cemetery records, papers past. Leading questions to promote research. Interview and oral recording techniques.

How I wrote my memoir -*Jindra Tichy*, Retired Otago University lecturer, author of 19 novels and a memoir *Prague in my Bones*

15 March

(at Leith
Bowling
Club)

Photos

A brief history of photography. Analysing your photo records. Scanning old photographs and basic touchup techniques. The problem with digital (excess!) How to cull, file and name scanned and digital photos for future generations.

Digitising photos, movies and audio -*Andy Ellis*, owner of *Convert It*

22 March

Writing techniques

Writing techniques. Developing a writing habit. Linking word counts to your memoir plan. Getting help to edit and proof your memoir.

Writing a memoir about my life in South Africa

-*Dr Andre Smith*

29 March

Layout / design techniques for self publishing your memoir

Putting it all together. The magic of layouts and grids. How to use basic publishing software and inserting photos. Designing your covers. Obtaining an ISBN and Bar Code.

Writing memoirs -*Denise van Aalst*, Kowhai and Biography Coordinator for memoir writing at the Otago Community Hospice, Dunedin

5 April

Printing and marketing your memoir

A brief history of printing. Dealing with print specifications and the economics of print runs. Defining your market, (extended family etc) *before* deciding on a print run. Dealing with local shops and libraries. The spin offs from writing a book.

My two memoirs: *The Madonna in the Suitcase* and *Astride the Fierce Wind*
-*Huberta Hellendoorn* arrived from the Netherlands in 1960 and began writing in her 50s