

Invitation

A Celebration of the Great Works of Dr. Charles McNeill

Join us for an evening of wine tasting,
toasts and vegan delicacies in honor of Charles!

5 – 9 PM, Tuesday, 16 December 2014
South Delegates Lounge, UN Secretariat, New York

We welcome your engagement on a number of levels:

- **Written Messages:** You are welcome to share a message to Charles on this special occasion that we will print and paste into a ‘Book of Tributes’ that will be shared with him the night of the Event. Please send as a Word document, Times New Roman, 12 size font.
- **Photos:** We are compiling photos of Charles to also include in the Book and invite you to share any good photos that could be included.
- **Videos:** We will be preparing a ‘this is your life’ style Feature Film to screen during the Celebration and invite you to send us a video message that we may include. The video can be a short anecdote or story about Charles or a message to him. We kindly request that you also include somewhere in the video either a word, a phrase or a quick expression of what you think of when you think of Charles. This will be compiled into a montage. Please also send your full name, title and organization so that it can be included at the bottom of the screen.

A Few Tips:

- Depending on size, videos can be submitted via email or posted to an online video sharing site such as DropBox, Vimeo, Youtube, etc. (just email the link in the latter case)
- A true camera such as a Digital SLR or similar is best but cell phones and computer webcams will work as well. Be sure to orient cell phones horizontally, not vertically when shooting
- Tutorials for Shooting and Downloading Videos From a Phone or Computer
 - iPhone
 - <http://www.imore.com/how-to-record-video-iphone-ipad>
 - <http://support.apple.com/en-us/ht4083>
 - Android

- <http://www.wikihow.com/Take-Videos-With-an-Android>
 - <http://droidlessons.com/how-to-transfer-pictures-from-android-to-computer/>
 - Computer Webcam
 - <http://www.wikihow.com/Record-from-a-Webcam>
 - <https://www.youtube.com/watch?v=ksTDRPjyEQ4>
- Many cell phones have a built in sharing options for posting video to email and various social media websites.
- **Speaking at the Event:** We would like to get a sense of how many people would like to say a few words or give a toast during the event. Please let us know by sending an email to celebratecharlesmcneill@gmail.com.
- **Contributions:** This celebration will be funded by all of us - his friends and colleagues. We greatly welcome contributions to cover the costs of the event and gifts. You can send your contribution through the following means:
 - Paypal Estefania at sampees@earlham.edu (please also send an e-mail to the same address to confirm that you have sent a payment).
 - Mail a check to: Estefania Samper, UNDP-GEF office 924, 304 E. 45th St., New York, NY 10017.
 - Drop-off your contribution in cash or check to Estefania Samper at her office (see above).

Please send the following to celebratecharlesmcneill@gmail.com by 21 November.

- Written Messages to be included in the Book of Tributes, with the subject line: “Written Message”
- Videos to be included in Feature Film to be played during the Event, with the subject line: “Video”
- Photos to be included in either the Film or the Book, with the subject line: “Photos”
- Expressions of interest to speak during the Event, with the subject line: “Speak during Event”
- Any questions about the Event, with the subject line: “Question”
- Ideas for the Event, with the subject line: “Idea”

There is a team of us supporting this event and the appropriate person will be in touch with you. We have a technical support person who can answer any questions related to preparing a video, so please don't hesitate to reach out if you have any questions, and don't let technology hinder your interest in making a video!

Please don't share this email with Charles. He knows there will be something planned for the 16th but he does not know what. We would like this to remain a surprise as much as possible.

Thank you for all your support and engagement, we look forward to hearing from you!!!!

Please RSVP by 21 November to Paperless Post Invitation.